



Commingle Letter Design Specifications

This document outlines how Printers should schedule pickup for entry into Quad's Letter Commingle program. It is designed to ensure consistency, compliance, and efficient processing. The Printer is responsible for reaching out to Quad to schedule an appointment for product pick up.

In order to participate in a Quad's, Commingle solution the mail piece design must meet USPS Automation Letter Specifications as described below.

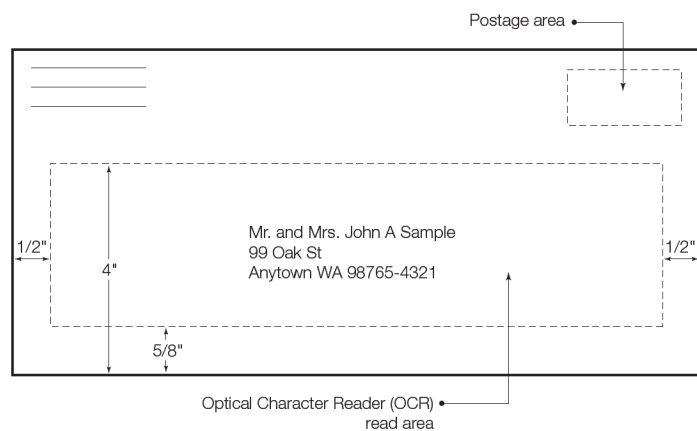
Physical aspects

- Not less than 5 inches long, 3-1/2 inches high, and 0.007-inch thick. For pieces more than 4-1/4 inches high or 6 inches long, or both, the minimum thickness is 0.009.
- Not more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4-inch thick.
- Not more than 3.5 ounces.
- Rectangular, with four square corners and parallel opposite sides. Letter-size, card-type mail pieces made of cardstock may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch)

Placement

Delivery Address Placement On a letter-size piece, the recommended address placement is within the optical character reader (OCR) read area, which is a space on the address side of the mail piece defined by these boundaries:

- Left: 1/2 inch from the left edge of the piece.
- Right: 1/2 inch from the right edge of the piece.
- Top: 2-3/4 inches from the bottom edge of the piece.
- Bottom: 5/8 inch from the bottom edge of the piece.



Address block barcode placement located within area 4.0 inches from the bottom edge of the piece.

Address Orientation must be parallel to the longest edge.

Additional Window Envelope Specifications

The clearance between the barcode and the top and bottom window edges must be at least 0.028 inch.

The clearance between the leftmost and rightmost bars and any adjacent printing or window edge must be at least 1/8 inch.

When tapped downwards the clearance from the bottom should be 1/25 inch.

Folded Self-Mailers

A folded self-mailer is formed of two or more panels that are created when one or more unbound sheets of paper are folded together and sealed to make a letter-size mail piece. The number of panels is determined by the number of sheets in the mail piece and the number of times the sheets are folded.

- Height: A minimum of 3-1/2 inches and a maximum of 6 inches
- Length: A minimum of 5 inches and a maximum of 10-1/2 inches
- Thickness: A minimum of 0.007 inch; (0.009 inch if the height exceeds 4-1/4 inches or if the length exceeds 6 inches); the maximum thickness is 1/4 inch
- **Maximum Weight: .180 to allow for paper weight variance**
- Rectangular, with four square corners and parallel opposite sides
- Aspect ratio: within 1.3 to 2.5
- Maximum number of panels: 12, except under 3.14.2h.
- Quarter-folded self-mailers made of a minimum 70-pound paper basis weight or equivalent may have as few as 4 panels. Quarter-folded self-mailers made of 55 pound, or greater newsprint must have at least 8 panels and may contain up to 24

Booklets

Booklets must have a bound edge (spine). Sheets that are fastened with at least two staples in manufacturing fold (saddle stitched), perfect bound, press-glued, or joined together by another binding method that produces a spine where pages attached together are considered a booklet. Booklets are open on three sides before sealing, similar in design to a book. In general, booklets must be uniformly thick. Large bound booklets that are folded for mailing may qualify for automation and machinable prices if the final mailpiece remains nearly uniform in thickness and conforms to all other automation standards.

- Height: not more than 6 inches or less than 3.5 inches high
- Length: not more than 10.5 inches or less than 5 inches long
- Thickness: not more than 0.25 inch or less than 0.009 inch thick
- Weight: .180 to allow for paper weight variance
- Aspect ratio: within 1.3 to 2.5
- **Minimum of 60 pound paper stock**

For additional details on cards and booklet please refer to our USPS DM Letter Guidelines.