



Templates-Background > Light Blue Lines

At the end of this module you will be able to:

- Understand the definition of a folded self-mailer (FSM) as outlined in DMM section 201.3.0
- Understand why DMM standards were changed for folded self-mailers
- Understand which DMM standards were changed and which ones remained the same
- Understand the basic principles for standards of a folded self-mailer host piece

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- Understand why DMM standards were changed for folded self-mailers
- Understand which DMM standards were changed and which ones remained the same
- Understand the basic principles for standards of a folded self-mailer host piece

Key Definitions:

- Host Piece

- The host piece, also referred to as a basic folded self-mailer, is the portion of the finished mailpiece that does not bear or have an attachment or loose enclosure. The host piece consists of the panels formed when a sheet or sheet(s) of unbound paper are folded together and sealed to create a letter-size mailpiece. (Note: Attachments and loose enclosures are optional elements, therefore are not required to meet the required paper basis weight of their host piece.)

- Panels

- Panels are formed when a sheet(s) of paper is folded. Each folded section of a sheet is defined as a separate panel, both sides counting as one and the same panel.

- Tabs

- Tabs are a commonly used closure method. Tabs must not be perforated or placed on the bottom edge. A minimum of two tabs are required. Three tabs may be required when the total weight is over 1oz and/or optional design elements are incorporated. Basic style FSMs up to 1oz only require two 1" tabs.

- Horizontal

- In horizontally oriented folded pieces, the final fold is always at the bottom with the final panel folded up to the top of the non-address side.

- Oblong

- Vertically folded pieces, commonly known as "oblong", have the final fold on the lead edge with the final panel folded from the lead to the trail edge on the non-address side

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The host piece, also referred to as a basic folded self-mailer, is the portion of the finished mailpiece that does not bear or have an attachment or loose enclosure. The host piece is frequently referred to as a basic folded self-mailer format. The host piece consists of the panels formed when a sheet or sheet(s) of unbound paper are folded together and sealed to create a letter-size mailpiece. (Note: Attachments and loose enclosures are optional elements and therefore, are not required to meet the required paper basis weight of their host piece).

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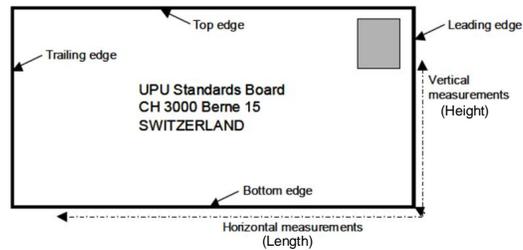
Tabs are a commonly used closure method. Tabs must not be perforated or placed on the bottom edge. A minimum of two tabs are now required. Three tabs may be required when the total weight is over 1 ounce and/or optional design elements are incorporated. Basic style folded self-mailers up to 1 oz only require two 1" tabs.

In horizontally oriented folded pieces, the final fold is always at the bottom with the final panel folded up to the top of the non-address side.

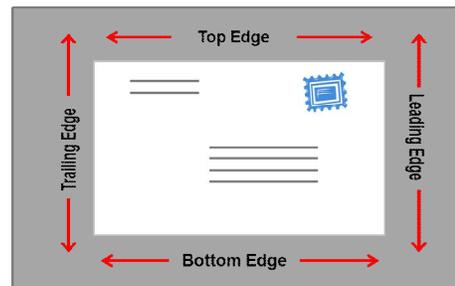
Vertically oriented pieces, commonly known as "oblong", have the final fold on the lead edge with the final panel folded from the lead to the trail edge on the non-address side.

Leading & Trailing Edges

Viewing from the address side of the mailpiece, the leading edge is always to the right, and is the first side that goes into letter sorting machines



Trailing edge is always opposite the leading edge



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Common industry terms associated with a mailpiece include top edge, bottom edge, leading edge and trailing edge. As outlined, the top edge is the top part of a mailpiece and the bottom edge is the bottom part of a mailpiece.

When viewing a mailpiece from the address side, the leading edge is always the right hand side of the mailpiece. This is the side that goes first into mail processing machines. The trailing edge is always opposite the leading edge.

What is a Folded Self-Mailer?

A folded self-mailer is formed of two or more panels created when a single or multiple unbound sheets of paper are folded together and sealed to form a letter-size mailpiece.



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A folded self-mailer is formed when one or multiple sheets of unbound paper are folded together and sealed to form a letter-size mailpiece.

One of the key words in this description is “unbound.” That is the primary factor that differentiates a folded self-mailer from a letter-size booklet. Letter-size pieces that contain a “spine” by virtue of staples or glue are no longer considered a folded self-mailer and therefore must comply with standards for letter-size booklets as outlined in the DMM section 201.3.0, under the section **entitled “Booklets.”**

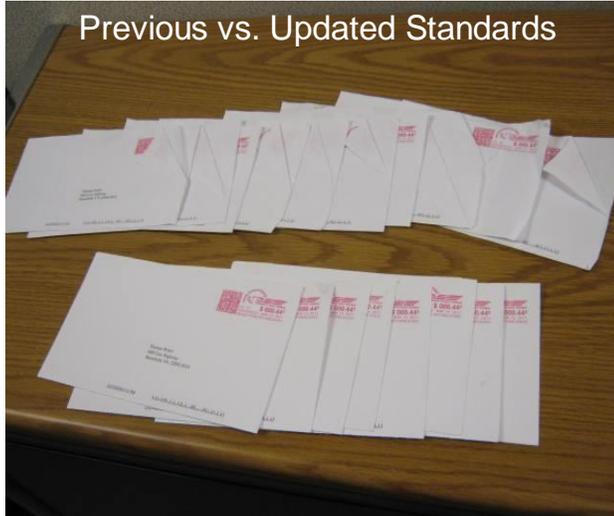
In addition to the general mailing characteristics (address, postage, advertising, etc.), all folded self-mailers in their very basic construction display the following characteristics:

- one or more sheets of paper,
- one or more folds,
- a method to close or seal the mailpiece

Why were the DMM standards updated?

The standards were revised to increase efficiency in mail processing

Previous vs. Updated Standards



- Top group shows condition of pieces after processing when using the previous standards
 - 60lb book weight paper with one tab at top center
- Bottom group shows condition of pieces after processing when using the updated standards
 - 70lb book weight paper with two tabs at top

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To validate whether the updated standards would better match letter-automation processing and reduce the likelihood of damage to the mailpieces, simple test decks were built. One was built using the previous DMM standards for a basic folded self-mailer format with 60lb book weight paper and sealed with one tab. The other test deck was the same fold style but with the minimum paper basis weight of 70lb book weight paper and sealed with two tabs, as the updated standards require.

As you can see, there is a clear difference in the condition of pieces in the top group, which were mailed with the previous standards, where the edges of the mailpieces are bent over compared to the bottom pieces which are not bent over and were mailed using the updated standards.

This test as well as the results from numerous other tests that were performed proved that modifications...

Letter Distinction

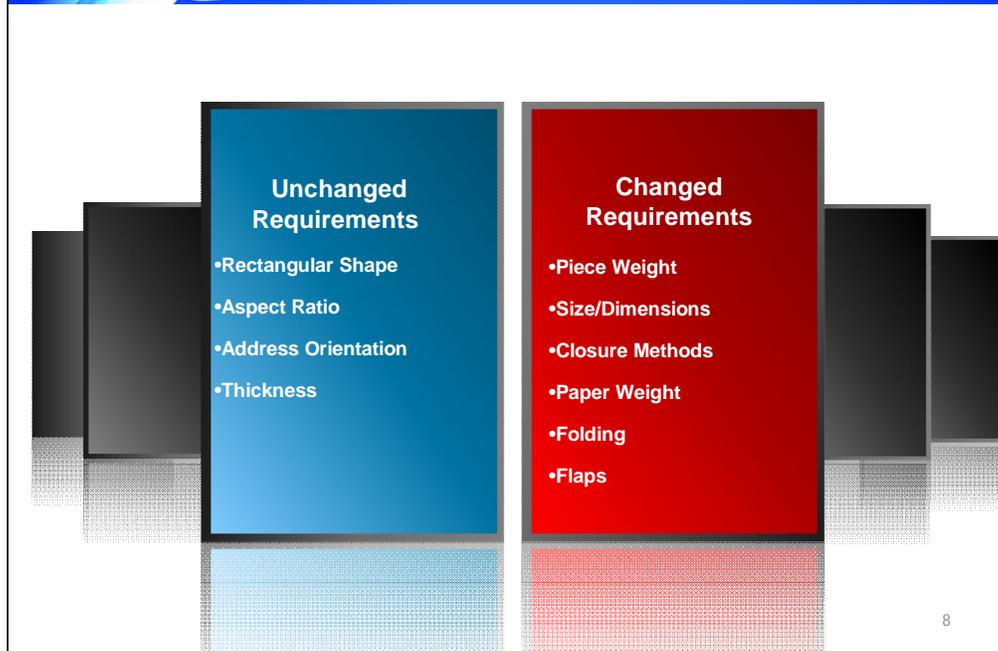
- The topics outlined in the training apply only to folded self-mailers in the DMM section 201.3.0. Follow the DMM standards in section 201 for other letter-type pieces, such as:
 - Double postcard at the First-Class card price
 - CD/DVD mailpieces
 - Booklets
 - Envelope pieces
 - Mailpieces with clean release cards attached
 - *Unenveloped letters
 - *New section (DMM 201.3.15) covers specific letter design unenveloped mailpieces such as “Forms” and “Open Sleeve” style

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The topics outlined in the training apply only to folded self-mailers in the DMM section 201.3.0. You should follow the DMM standards in section 201 for other letter-type pieces, such as:

- Double postcard at the First-Class card price
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- Mailpieces with clean release cards attached
- Unenveloped letters
 - *New section (DMM 201.3.15) covers specific letter design unenveloped mailpieces such as “Forms” and “Open Sleeve” style

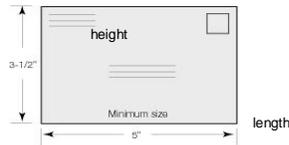
Requirement Changes



There are several requirements that have remained the same including the rectangular shape of a folded self-mailer, aspect ratio, address orientation and thickness. Other requirements have changed including piece weight, size/dimensions, closure methods, paper weight, folding and flaps. First, let's take a more detailed look at the unchanged requirements for folded self-mailers and then review the requirements that have changed.

Unchanged Requirements

- Rectangular shape with opposing sides parallel
- Aspect ratio (length divided by height) = 1.3 - 2.5



- Address orientation must be parallel to the length of the mailpiece
- Thickness = Maximum thickness is 1/4"
 - Minimum: 0.007 inch thick if no more than 4 1/4" high and 6" long; or
 - Minimum: 0.009" thick if the height exceeds 4 1/4" or if the length exceeds 6" long

Unchanged Requirements

- Rectangular Shape
- Aspect Ratio
- Address Orientation
- Thickness

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The shape of a folded self-mailer continues to be defined as rectangular, with opposing sides parallel to each other. The aspect ratio, which is the length of a mailpiece divided by the height, must be from 1.3 to 2.5, inclusive. The address orientation must be parallel to the length of the mailpiece. The maximum thickness of a FSM remains at 1/4". The minimum thickness is determined by the dimensions of the mailpiece. The minimum thickness for a FSM measuring no more than 4 1/4" high and 6" long is .007". If the height exceeds 4 1/4" or if the length exceeds 6" long, the minimum thickness is .009". The requirements mentioned here can be found in the folded-self mailer DMM standards 201.3.0, under the section entitled "Physical Characteristics."

Requirement Changes

- Piece Weight Maximum
 - Total Weight = 3 oz max



Changed Requirements

- Piece Weight
- Size/Dimensions
- Closure Methods
- Paper Weight
- Folding
- Flaps

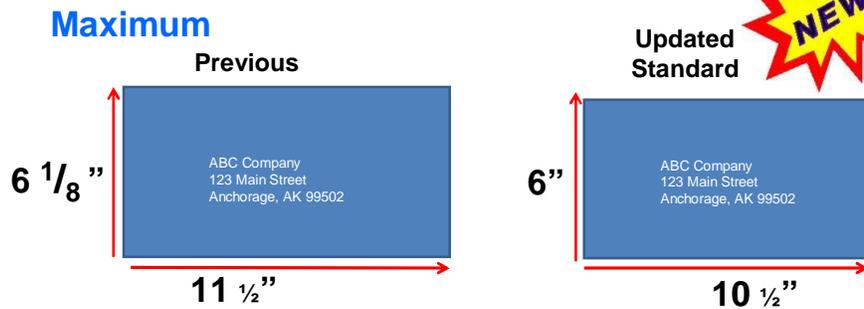
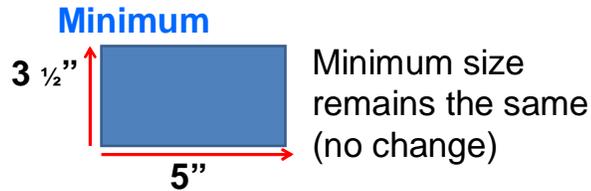


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Now let's talk about the changes that were made to the DMM standards. The new maximum weight for a folded self-mailer is 3 ounces.

Requirement Changes

Size/Dimensions



Changed Requirements

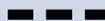
- Piece Weight
- Size/Dimensions
- Closure Methods
- Paper Weight
- Folding
- Flaps

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The minimum size for a FSM remains unchanged at 3 1/2" high and 5" long. The maximum dimensions have changed according to the updated DMM standards. Previously, the maximum size was 6 1/8" high by 11 1/2" long. The updated standard is now 6" high by 10 1/2" long.

Requirement Changes

- Closure Methods – Glue (adhesive) or Cohesive

Closure Method	Appearance	Glue Specification	Placement of Glue
Continuous Glue Line	 (Recommended)	1/8" W	Within 1/4" of the open edges
Glue Spots		3/8" diameter Three required for mailpiece up to 1 oz Four required for mailpiece over 1 oz	Within 1/4" of the open edges
Elongated Glue Lines		Three are required for mailpiece up to 1 oz • 1/8" W x 1/2" L Four required for mailpiece over 1 oz • 1/4" W x 1/2" L or • 1/8" W x 1" L	Within 1/4" of the open edges

Changed Requirements

- Piece Weight
- Size/Dimensions
- Closure Methods
- Paper Weight
- Folding
- Flaps

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There are a number of closure method options for sealing folded self-mailers. Adhesives, commonly known as glue, tabs or cohesives are acceptable options. A proper closure is very important to ensure the mailpiece maintains physical integrity from entry, to transport, to delivery.

Adhesives come in many forms and are applied to one panel or flap which is adhered by the glue to the opposite panel or flap. Cohesive material is not a glue and therefore must be applied to opposing panels that when pressed together, the pressure applied to the two cohesive portions permanently bonds the panels. Continuous glue lines are recommended. If using glue spots, which are round or irregularly shaped, or elongated glue lines which are line segments, a minimum of three are required. Four are required if the piece weight exceeds 1 ounce.

The adhesive is placed on the edge opposite the final fold, or on the lead and trail edge for horizontal folded pieces, or along top and bottom of oblong pieces. The outer two spots or elongated glue lines are placed within 1/4" of the edges, the third and fourth placed in line with the outer ones and are spaced evenly across the remaining space.

Requirement Changes

- Closure Method

(not newsprint)

- Tabs may be placed either at the Top or the Leading/Trailing Edge

- Tabs can be placed on the leading and trailing edge within 1" from top
- Top edge placement: within 1" from leading and trailing edge(s)
- If third tab is required, it must be placed on the leading edge ½" from the bottom

Folded Self Mailers: Tab Placement

Tab Size & Number		
Category	up to 1 oz	over 1 oz up to 3 oz
Basic FSM	(2) 1.0" tabs	(2) 1.50" tabs
FSM w/attachments, loose enclosures, OR Basic FSM with dies or perfs	(2) 1.50" tabs	(2) 2.0" tabs OR (3) 1.50" tabs, horizontal
Quarter Fold	(2) 1.0" tabs	(3) 1.50" tabs, horizontal (2) 1.50" tabs, oblong

Horizontal Tab Placement

Use with full size outer panel only

Use if over 1 oz, see above chart

Oblong Tab Placement

USPS Preferred Address lead

Address lead

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Now we will discuss closure methods. Please note that the closure method standards we discuss in this slide are not applicable to newsprint.

Tabs can be used but **cannot** be perforated or placed on the bottom edge. A minimum of two 1" tabs are now required. Three tabs may be required when the total weight is over 1 ounce and/or optional design elements are incorporated. Basic style folded self-mailers up to 1 oz only require two 1" tabs.

There are options available for tab placement. Both tabs can be placed along the edge opposite the final fold, so both can be placed at the top of horizontal folded pieces, or on trail edge of an oblong style folded self-mailer. For horizontal folded pieces, tab placement can also be one on the lead and the other on the trail edge, both within 1" from top. If a third tab is required, it must be placed on the lead edge within ½" from bottom.

Colored tabs may be used, if properly placed according to sealing standards for folded self-mailers and they do not obscure any pertinent information on the piece or affect required clear areas and spacing requirements.

Requirement Changes

Paper basis weight applies to the host piece only and does not apply to interior optional elements such as attachments or loose enclosures

BASIC FOLDED SELF MAILER	<ul style="list-style-type: none"> • Up to 1 oz = 70lb book weight • Over 1 oz = 80lb book weight
OPTIONAL ELEMENTS	<ul style="list-style-type: none"> • Die-cut Openings/Perforated Panes <ul style="list-style-type: none"> • Up to 1 oz: 100lb book weight • Over 1 oz: 120lb book weight • Loose enclosures/Attachments <ul style="list-style-type: none"> • Up to 1 oz: 80lb book weight • Over 1 oz: 100lb book weight
NEWSPRINT PAPER ALLOWED ONLY ON QUARTER FOLD	<ul style="list-style-type: none"> • 55lb min newsprint paper which correlates to 60lb book weight • 1 ½" tabs required

Changed Requirements

- Piece Weight
- Size/Dimensions
- Closure Methods
- Paper Weight
- Folding
- Flaps



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An important point to remember under the updated DMM standards is that paper basis weight applies to the host piece only and does not apply to interior optional elements such as attachments or loose enclosures.

When optional elements are incorporated into the design, the minimum paper basis weight is 80lb book weight for pieces up to 1 oz and will increase based on the element as well as when the piece is over 1 oz total weight.

Folded self-mailers using newsprint are required to be quarter-fold style pieces only and must be made from a minimum of 55lb newsprint paper. Quarter-fold pieces with newsprint paper formats also require 1 ½" minimum tabs.

All references to paper basis weight are at **Book** grade except where newsprint paper is allowed. **Text and offset papers are considered equitable to book grade by the paper manufacturing industry.** Again, minimum paper basis weight applies only to panels, and not to interior attachments/loose enclosures.

Requirement Changes

Exhibit 3.2 Paper Basis Weight Conversion Table

NOTE:

Paper basis weight is based on the weight of 500 sheets of:

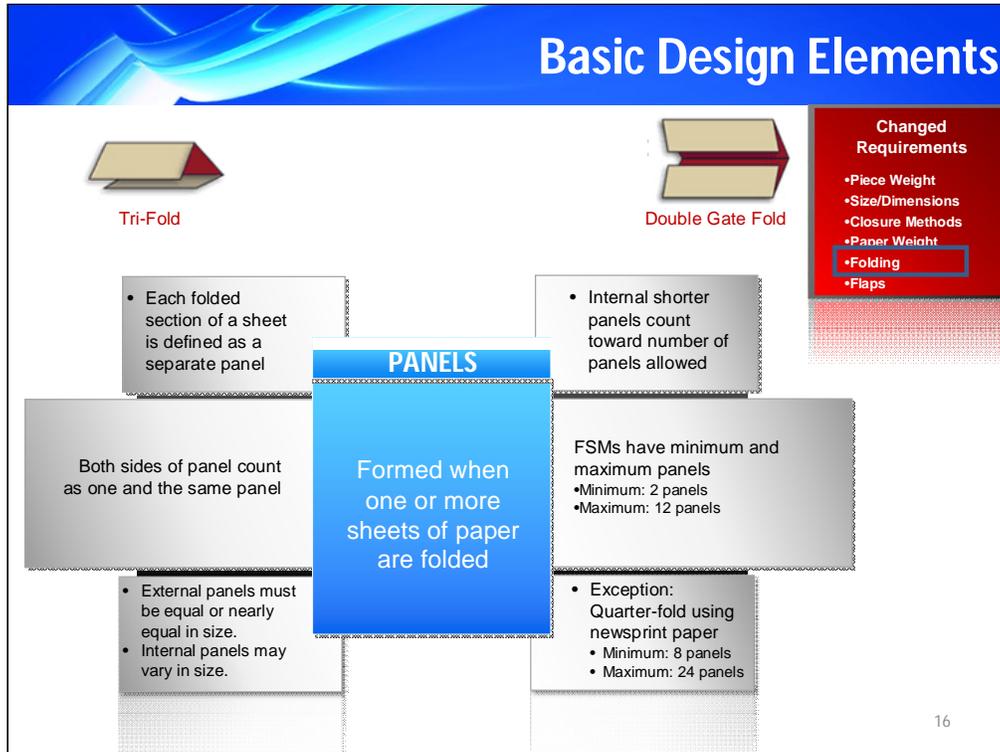
- 25 x 38 inch sheets of book-grade paper,
- 17 x 22 inch bond-grade paper,
- 20 x 26 inch sheets of cover-grade paper,
- 24 x 36 inch sheets of newsprint.

For example, if 500 sheets of book-grade paper weigh 39 pounds, the paper is considered 39-pound book paper.

Book Wt.	Bond Wt.	Cover Wt.	Newsprint Wt.
39	15	21	35
40	16	22	36
50	20	27	45
55	22	30	50
60	24	33	55
70	28	40	64
75	30	41	68
80	31	44	73
90	36	50	82
100	40	56	91
110	44	60	100
128	50	70	116

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The conversion table shown here, taken from the DMM, provides a paper basis weight cross-reference. The table can be found in the DMM 201 Exhibit 3.2 under “Physical Standards for Machinable and Automation Letters and Cards” under DMM 201.3.2, “Paper Weight.”



When one or more sheets of paper are folded, sections referred to as panels are formed. Each of these sections is a separate panel.

Here are the basic rules for folded self-mailer panels.

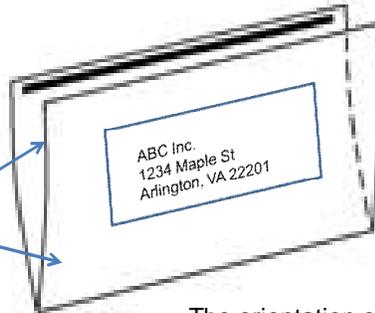
1. Both sides of a panel are “one and the same” panel.
2. Panels are equal or nearly equal in size. If panels vary in size, the shorter panels are covered by full size panels. **FSMs must have at least two qualifying panels. The non-address panel can be no more than one inch shorter from the top for horizontal folded pieces or from the trail edge if vertical/oblong fold style.**
3. Internal shorter panels count toward the total number of panels allowed.
4. Final panel is folded from bottom to top on the non-address side, or from lead to trail edge on the non-address side of an oblong style mailpiece.

In some cases panels may be secured internally to the host piece. Secured panels must meet specific dimension criteria addressed in DMM.

Requirements Applied

The bi-fold refers to a sheet(s) of paper folded once; creating two panels for each sheet.

Each side of the sheet (front and back) is considered one panel



The orientation of the address must be parallel to the length

Mailers intending to send bi-fold mail must begin with paper meeting the following standards:

Size restrictions:
3 ½" by 5" Minimum
6" by 10 ½" Maximum

Minimum Paper Weight:
Up to 1 oz: 70lb book
Over 1 oz: 80lb book

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The minimum number of panels in a folded self-mailer is two. This can only be achieved by folding a sheet of paper once. This fold style is commonly known as a bi-fold although there is really only one fold. As demonstrated, a one sheet bi-fold creates two panels. Each side (front and back) is considered one panel. The orientation of the address label must be parallel to the length of the mailpiece.

Requirements Applied

A common example of a folded self-mailer is a tri-fold, as shown below (horizontal). A tri-fold formed from one piece of paper has two folds, which creates three panels

Two options for address panel:

1. Address on middle panel of tri-fold (applies to horizontal or oblong pieces)

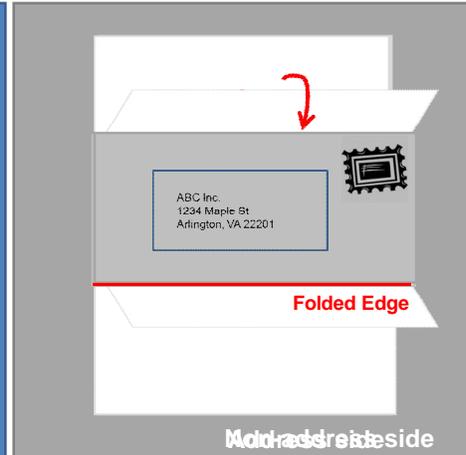
2. Address panel may be the final fold (applies to horizontal pieces) if lead edge is sealed with an additional:

- 1" tab (1 1/2" preferred) for pieces up to 1oz or 1.5" tab for pieces over 1oz, placed 1/2" from the bottom

or

- 3/8" glue spot or a 1/8" wide glue line, placed 1/2" from the bottom and no more than 1/4" from the lead edge

* These options may also be applied to FSMs having 4 or more panels



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Another fold style is commonly known as a tri-fold which only has two folds that create three panels. Tri-folds can also be vertical folds (also known as oblong style); these require the final panel to be folded from lead to trail edge on the non-address side.

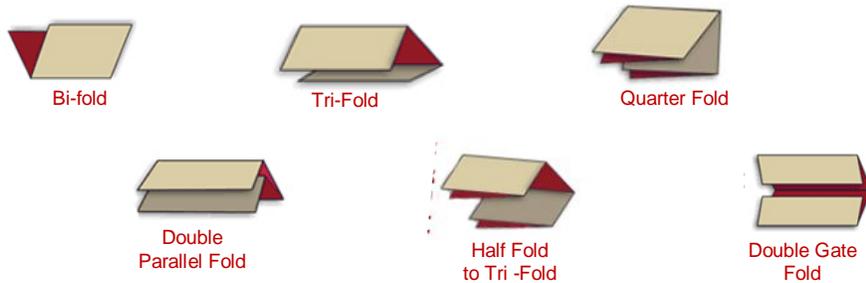
A tri-fold can be addressed on the middle panel since proper fold orientation for the tri-fold design requires the final folded panel to be on the non-address side and folded up from bottom for horizontal fold pieces, or from lead to trail for vertical/oblong fold pieces. However, under current DMM standards, it is also permissible for the addressed panel to be the final folded panel at the machinable/automation letter prices if the lead edge is sealed with either:

- A 1" tab for pieces up to 1 oz or
- A 1.5" tab for pieces over 1 oz (preferred method) or
- A 3/8" glue spot or a 1/8" wide glue line, placed 1/2" from the bottom and no more than 1/4" from the lead edge.

The glue spots or lines must be adhered for the addressed panel of horizontal folded pieces to be the final folded panel.

Requirements Applied

The updated DMM standards apply to folded self-mailers that have a minimum of two to twelve panels. Exception: A quarter-fold when using newsprint, requires a minimum of 8 panels and maximum of 24 panels.



The illustrations above are some examples of acceptable fold styles (not limited to only those shown) and are not considered to reflect the orientation or closure of the finished mailpiece.

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The updated DMM standards apply to folded self-mailers that have a minimum of two to twelve panels. Exception: A quarter-fold when using newsprint, requires a minimum of 8 panels and maximum of 24 panels.

The illustrations above are examples of acceptable fold styles but fold styles are not limited to only those shown. The fold illustrations and are not considered to reflect the orientation or closure of the finished mailpiece.

Flaps : Horizontal Fold

Changed Requirements

- Piece Weight
- Size/Dimensions
- Closure Methods
- Paper Weight
- Folding
- Flaps

Horizontal fold

Flap - used for closure of folded self-mailer mailpieces only on non-address side

- Horizontal fold letter, external flap is final fold from top edge down

1 ½" min flap (measured at longest point of flap)

Minimum

Maximum

Flap can be no closer than 1" to bottom edge

1 ½"

1"

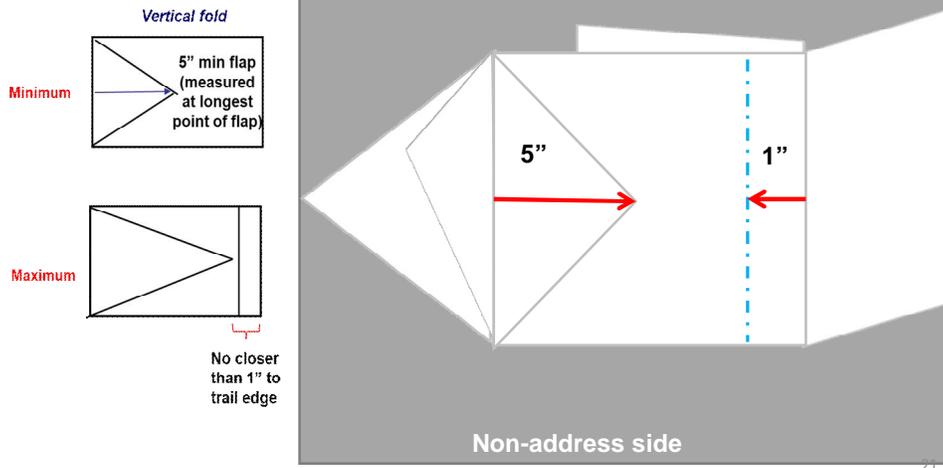
20

Flaps are optional design elements. They can be internal or external and are almost always incorporated into the closure method. Like panels, there are specific standards for the size and orientation of external flaps that are intended to prevent damage or opening of letters in automation letter sorters.

External flaps on pieces with horizontal folds must be folded from top down on the non-address side. Flaps must be at least 1.5" long as measured at the longest point, but must end one inch or more above the bottom edge.

Flaps : Vertical Fold

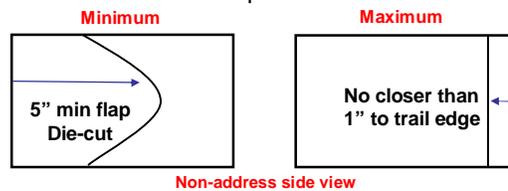
Vertical folded self-mailer letter, external flap must be final fold from lead edge to non-addressed side



Similar to panels, external flaps on vertical folded pieces are folded from the lead edge toward the trail edge. These flaps must be at least 5" long as measured at the longest point but cannot be any closer than 1" to the trail edge. That minimum length is needed to prevent snags when other pieces enter the machine stacker bin.

Flaps : Die-cut

- Die cutting is a manufacturing process used to cut shapes into a material
- Die-cut shaped flaps are allowed
 - Follows same minimum and maximum flap guidelines as other FSMs
 - Continuous glue line seal along the contour of the edge recommended
 - Glue spots/elongated glue lines or tabs must sufficiently seal the flap to the non-address side panel



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External flaps may be die-cut shapes, but it is highly recommended these shapes be a rounded, oval or soft line shape. Die-cut flaps must be sufficiently sealed to the non-address side panel to prevent snagging on other mailpieces or sort equipment. We highly recommend the use of a continuous glue-line seal that follows the contour of the die-cut shape to create a solid seal.

Reference Material

- The complete set of mailing standards for FSMs may be found in the DMM section 201.3.14
- Further supplemental reference materials are located on the RIBBS website and Postal Explorer (pe.usps.gov)

The screenshot shows the RIBBS website page for 'Folded Self-Mailer'. The page header includes the United States Postal Service logo and the RIBBS logo. The main content area is titled 'Folded Self-Mailer' and contains the following text:

Folded Self-Mailer
In collaboration with the mailing industry, the Postal Service engaged in a mailpiece design study to revise Folded Self-Mailer (FSM) standards for automation letter-size formats. As a result of those hearings, the revised mailing standards introduce more creative mailpiece design options that better match with mail processing capabilities. These revised mailing standards were presented in a Federal Register notice of Final rules published on December 01, 2011 and were effective on January 05, 2013. You may access a copy of the Federal Register Final Rules document by clicking on [DMM Rules for FSMs - see section 201.3.14](#) under the **Important Links**.

To further assist customers with understanding the revised rules, a document containing summarized information can be found by clicking on [Folded Self-Mailer Reference Material](#) under the **Important Links**. The reference guide was developed jointly with the mailing industry and includes supplemental information, with a few sample illustrations and finished mailpiece elements, prepared to comply with the proposed rules.

Contact Information:
Questions about Folded Self-Mailers should be directed to your local entry site or to a Mailpiece Design Analyst. Access an MDA by clicking "Mailpiece Design Analyst"

Important Links

- [DMM Rules for FSMs - see section 201.3.14](#)
- [Folded Self-Mailer Reference Material](#)
- [FSM Presentation](#)
- [Business Mail Entry Locator](#)
- [Mailpiece Design Analyst Lookup](#)

IMPORTANT UPDATES

Click here for the 2013 Network Consolidations

On the Move
The National Customer Support Center (NCSC) is moving its office location. Starting Dec. 1, the new address for the NCSC will be:

**NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
220 N. MEMPHIS BLVD. STE 501
MEMPHIS TN 38188-1001**

The NCSC works closely with the mailing industry, vendors and internal postal customers to improve address quality. The USPS headquarters office of Address Management also is located at the NCSC.

Numerous USPS publications, forms, brochures, etc. currently provide the existing address for the NCSC - all of which will need to be updated, including those on usps.com and other postal websites. Telephone numbers for all NCSC personnel and program support groups will remain the same.

The complete set of mailing standards for FSMs may be found in DMM section 201.3.14. Further supplemental reference materials is located on the RIBBS website and Postal Explorer (pe.usps.gov)

Module 1 Summary

In this module you learned how to:

- Understand the definition of a folded self-mailer (FSM) as outlined in DMM section 201.3.0
- Understand why DMM standards were changed for folded self-mailers
- Understand which DMM standards were changed and which ones remained the same
- Understand the basic principles for standards of a folded self-mailer host piece

Optional design elements are presented in Module 2

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As a review, in this module you learned how to:

- Understand the definition of a folded self-mailer (FSM) as outlined in DMM section 201.3.0
- Understand why DMM standards were changed for folded self-mailers
- Understand which DMM standards were changed and which ones remained the same
- Understand the basic principles for standards of a folded self-mailer host piece

We will discuss optional design elements in Module 2.



Templates-Background > Light Blue Lines

Module Objectives

At the end of this module you will be able to:

- Understand the standards for interior attachments and loose enclosures
- Understand the standards for die-cut openings
- Understand perforation elements and the associated standards
- Understand unenveloped mailpieces covered in DMM 201.3.15

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At the end of this module you will be able to:

- Understand the standards for interior attachments and loose enclosures
- Understand the standards for die-cut openings
- Understand perforation elements and the associated standards
- Understand unenveloped mailpieces covered in DMM 201.3.15

Key Definitions:

- Interior Attachments

- The interior attachment is an optional design element affixed within the mailpiece.

- Loose Enclosures

- The loose enclosure is a piece completely contained within the mailpiece with some method to prevent excessive shifting but not affixed to the mailpiece.

- Die-cut openings

- Die-cut openings in the external panels allow for interior elements to be visible from the exterior of the mailpiece.

- Perforations

- Perforation elements are only allowed on the non-address side, but may be utilized on internal panels.

The interior attachment is an optional design element affixed within the mailpiece.

The loose enclosure is a piece completely contained within the mailpiece with some method to prevent excessive shifting but not affixed to the mailpiece.

Die-cut openings in the external panels allow for interior elements to be visible from the exterior of the mailpiece.

Perforation elements are only allowed on the non-address side, but may be utilized on internal panels.

Interior Attachments and Loose Enclosures

Interior Attachments and/or Loose enclosures are popular elements utilized frequently in FSM mailpieces. The current standards account for the design and ensure these elements remain intact and maintain uniform thickness

Maximum Thickness of attachments or loose enclosures for:

- Mailpiece weight up to 1 oz = .05"
- Mailpiece weight over 1 oz = .09"

Attachments must be secured on panel $\frac{1}{2}$ " from all edges

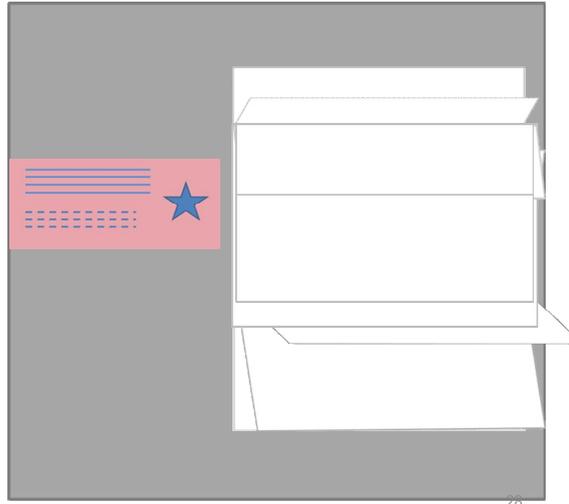
Loose enclosures must:

- Be made of paper
- Remain secure in pocket or other containment method

Pocket does not count as panel

Host paper basis weight :

- Mailpiece weight up to 1 oz = 80lb book weight
- Mailpiece weight over 1 oz = 100lb book weight



Interior Attachments are optional design elements affixed to the mailpiece with adhesive. Loose Enclosures are optional design elements and are securely contained within the mailpiece, but not attached to the mailpiece with adhesive. Interior attachments and/or loose enclosures have become very popular elements utilized in FSM pieces. The current standards are intended to account for the design; and ensure these elements remain intact, and to maintain uniform thickness of mailpieces.

The maximum thickness allowed for attachments and/or loose enclosures is .05" for pieces up to one ounce total weight and .09" for pieces exceeding one ounce.

Attachments can be single or multi-layered, but must be adhered to an interior panel at least $\frac{1}{2}$ " from all edges. Multiple attachments are allowed if the clearance from edges and thickness standards are met.

Loose enclosures must be made of paper and are contained within a pocket or contained by some other method that provides stability within the mailpiece and also prevents excessive shift. The pocket does not count toward the number of panels allowed.

When these optional elements are used, the minimum paper basis weight required is 80lb for pieces under one ounce total weight, 100lb when the mailpiece exceeds one ounce.

Interior Attachments

Interior Attachments must be secured to a panel

- Multiple attachments must be nearly uniform in thickness
- When multiple attachments are affixed to separate panels in stacked alignment, the combined thickness of the attachments must be no greater than the maximum thickness

Internal attachments aligned stacked

- Mailpiece weight up to 1 oz = .05"
- Mailpiece weight over 1 oz = .09"



- When multiple attachments are affixed adjacent to each other across the length of a mailpiece, the thickest attachment must be no greater than the maximum thickness

Internal attachments aligned adjacent

- Mailpiece weight up to 1 oz = .05"
- Mailpiece weight over 1 oz = .09"



↑
Thickest attachment

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Standards for external attachments have not changed, the illustrations on the slide pertain to internal attachments to folded self-mailers. To ensure efficient handling of mailpieces in automation equipment, it is important that they are uniformly thick. When pieces are not uniformly thick, they incur higher levels of damage, jams and diversion to more costly manual or flat sorter operations.

Since attachments may vary slightly in thickness and multiple attachments are allowed, it is important to ensure placement does not result in mailpieces that are not uniform in thickness.

When multiple attachments are secured on separate panels and the result is a stacked orientation, the combined thickness counts toward the maximum allowed. The same criteria applies when a combination of attachments and loose enclosures are used. Maximum thickness for attachments is .05" for mailpieces up to one ounce or .09" when the mailpiece exceeds one ounce.

If multiple attachments are applied to the same panel, or among panels but adjacent to one another, the thickest attachment applies to the maximum thickness allowed.

Die-Cutouts on External Panels

Die-cut openings in the external panels of a FSM increase the potential for damage and jams, so size, placement and shape are important factors in a mailpiece's ability to withstand letter automation processing.

Up to two die-cut openings on only one external panel can be on the address or the non-address side

- No "through-holes panels"
- No other die-cut openings are allowed if you use an address window die-cut

Size:

- Circular or Oval - 2" max.
- Rectangular - 1 ½" x 2" max
 - ¼" radius corners

Placement:

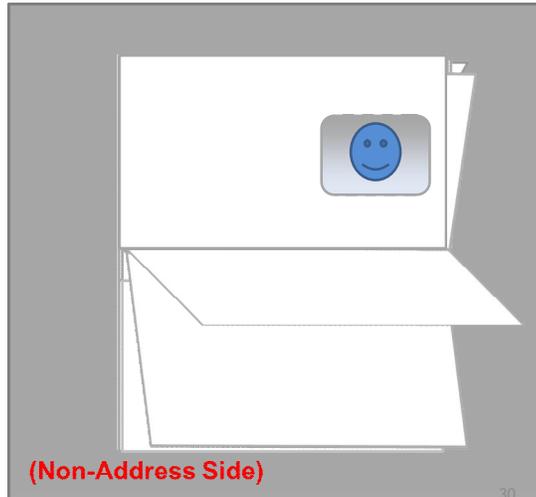
- 1 ½" from all edges
 - 5" from leading edge on non-address side

Thumb-notch:

- ½" max semi-circular die-cut at trail edge of address or non-address panel

Paper basis weight:

- Mailpiece weight up to 1 oz = 100lb book
- Mailpiece weight over 1 oz = 120lb book



Die-cut openings in the external panels increase the potential for mailpiece damage and jams, so size, placement and shape are important factors in a mailpiece's ability to withstand letter automation processing.

Up to two die-cut openings can be incorporated into the external panels of the mailpiece. There are no restrictions to those placed on internal panels.

Two die-cut openings can be placed in the same panel or one in the address panel and another in the non-address panel. If two are placed in opposing panels of a bi-fold FSM, they cannot be aligned so that a "through-hole" is created.

Die-cut openings can be circular or oval up to 2" diameter; these are the recommended shapes. They can also be rectangular with a max size of 1 ½"H x 2"L, but must have ¼" radius corners to prevent tearing.

Die-cut openings must be placed at least 1 ½" from all edges and other die-cut when two are used. If placed in the non-address panel, the die-cut hole must be at least 5" from the lead edge and 1 ½" from all other edges.

A ½" maximum semi-circular thumb-notch can also be placed on the trail edge of either the address or non-address panel.

Perforated Elements

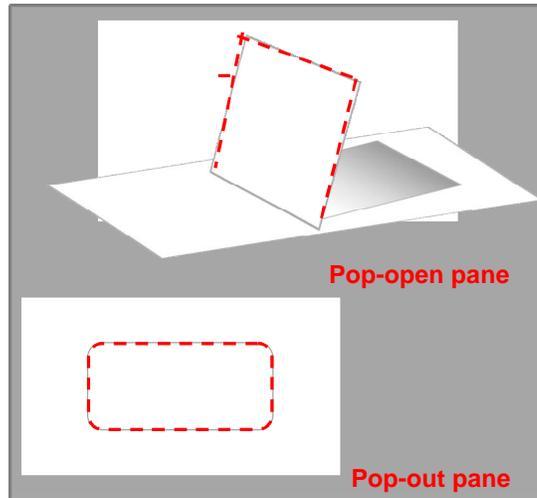
Pop-open panes are perforated along three sides and are designed to be swung open like a window to reveal information behind the pane. Pop-out panes are like pop-open panes but the fourth side is also perforated so that the entire pane can be removed from the panel.

Pop-open pane - three sides perforated

Pop-out pane - full perimeter perforation

- Panes placed 1" from edges and other panes
- 4" max for height, length, diameter
- Circle, oval, rectangle or square shape

Cut-to-Tie ratio: required 1 to 1 (minimum)



Perforation elements are only allowed on the non-address panel. Perforation elements may be utilized on interior panels but these standards are not applicable to those elements on interior panels.

When perforations are made into the exterior panels of a FSM, it increases the potential for mailpiece damage or machine jams. Proper placement and cut-to-tie ratio for perforations are important factors to enduring the rigors of processing on letter automation. The cut-to-tie ratio for perforation elements is 1 mm cut (max) to 1 mm tie (min) to prevent premature breakage of perforation ties.

There are varying types of perforation elements that can be utilized on the non-address panel.

Pop-open panes are perforated along three sides and are designed to be swung open like a window to reveal information behind the pane. Pop-out panes are like the Pop-open panes but the fourth side is also perforated so that the entire pane can be removed from the panel. The recommended shape for these panes is circular or oval, but square or rectangle is also allowed. Multiple panes can be applied, but must be placed 1" from edges and other panes. Panes cannot exceed 4" in height, length or diameter.

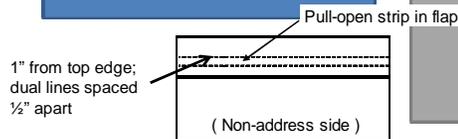
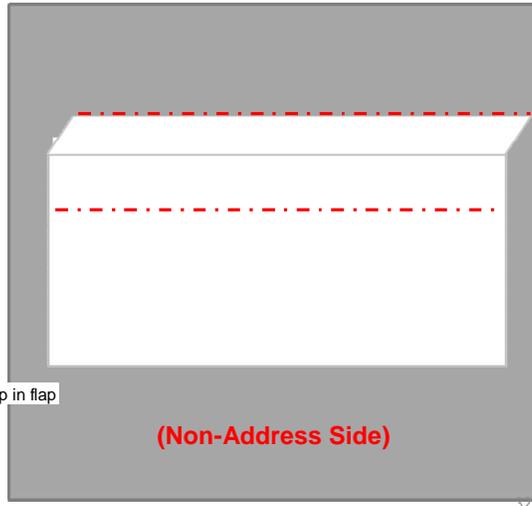
Pull-Open Strips

Pull-open strips can also be utilized on the non-address panel when compliant with placement and cut-to-tie standards

Pull-open strip – Horizontal
Placed at least 1" from top
Dual lines placed at least ½"
apart

Pull-open strip - Vertical
Placed at least 5" from lead, 2"
from trail edge

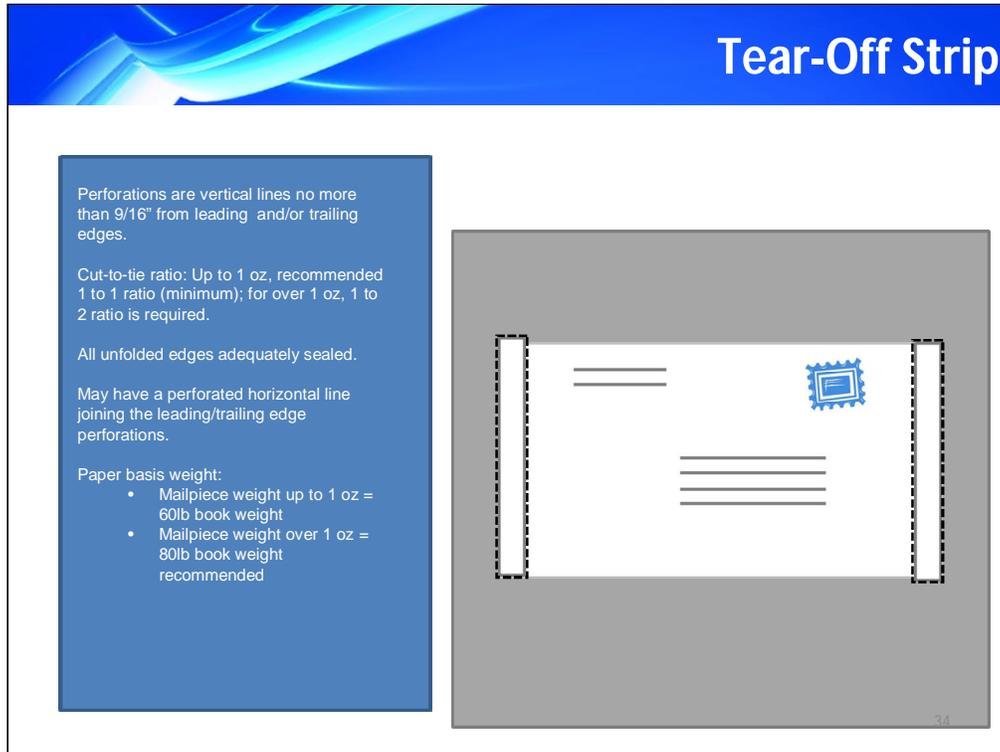
Paper basis weight:
Mailpiece weight up to 1 oz =
100lb book weight
Mailpiece weight over 1 oz =
120lb book weight



Pull-open strips can also be utilized on the non-address panel when compliant with placement and cut-to-tie standards. Vertical Pull-Open strips must be at least 5" from lead edge and 2" from trail edge. Horizontal Pull-open strips must be at least 1" from top; if dual strips are used they must be placed ½" apart. A pull-open strip may be incorporated into a flap.



Unenveloped Mailpieces DMM 201.3.15



Perforations are an example of an unenveloped letter covered in the DMM, section 201.3.15. These pieces represent the “Forms” style letters commonly used for important information sent by financial, legal or medical businesses.

Because the design is sealed on all three sides, the minimum paper basis weight is 60lb, but 80lb is recommended if piece weight is over one ounce.

The format can have a tear-off strip , generally vertical, on the lead and/or trail edge. There can also be a horizontal perforated line that spans the gap between, and joins the lead and trail edge tear strip perforations. However, the horizontal perforated line cannot extend beyond the vertical perforation.

The cut to tie ratio is recommended to be a 1mm cut (max) to 1mm tie (min) for pieces up to one ounce, but a 1 to 2 ratio is required for pieces exceeding one ounce total weight.

The perforation needs to be sufficiently strong so the tear strips do not prematurely separate during transport, processing and/or manual handling.

The open edge may be sealed with two or three glue spots, glue lines, or tabs (depending on length of mailpiece). A USPS review of the mailpiece prior to full production or mailing may be required to determine if the piece is properly sealed. Reminder, tabs cannot be placed on bottom edge.

"Open-Sleeve" Style Letter

An open-sleeve letter consists of two panels that are bonded together with a $\frac{1}{8}$ " wide continuous glue line along the top and bottom edges to form a sleeve.

Symmetrical panels joined together to form an open-sleeve style letter

Panels sealed along the top and bottom edges using a $\frac{1}{8}$ " wide continuous glue line

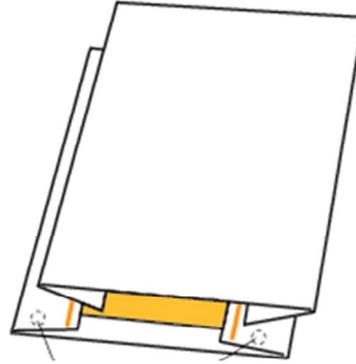
If optional inner flaps are used:

- Must be a minimum of $1\frac{1}{2}$ inches wide
 - Created as inner flaps adhered at the leading and trailing edges to the panel from which the flap is formed
- Optional elements incorporated must comply with DMM standards in 201.3.15.6.9.

Paper basis weight:

- Mailpiece weight up to 1 oz = 80lb book weight
- Mailpiece weight over 1 oz = 100lb book weight

Must meet required basis weight for any optional element used



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This is an example of another unenveloped letter covered in the DMM, section 201.3.15. This piece is named "Open-Sleeve Letter" which seems to be a good description of the finished design. This letter consists of two panels that are bonded together with a $\frac{1}{8}$ " wide continuous glue line along the top and bottom edge to form a sleeve.

The lead and trail edges are not sealed but an option for this design is to have inner flaps on one or both panels that are sealed to the opposite panel. If inner flaps are used, they must be a minimum of 1 1/2 inches wide and be adhered at the lead and trail edge to the panel from which the flap is formed.

The paper basis weight minimum is 80lb, but is subject to additional requirements if the optional elements are included in this mailpiece. When optional elements are incorporated into this mailpiece, the standards for placement, size, thickness, etc. apply.

Module 2 Summary

In this module, you have learned to:

- Understand the standards for interior attachments and loose enclosures
- Understand the standards for die-cut openings
- Understand perforation elements and the associated standards
- Understand unenveloped mailpieces covered in DMM 201.3.15

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In this module, you have learned to:

- Understand the standards for interior attachments and loose enclosures
- Understand the standards for die-cut openings
- Understand perforation elements and the associated standards
- Understand unenveloped mailpieces covered in DMM 201.3.15