

Post Masters' First Class Presort Product

Letter Mail

Post Masters is pleased to provide a First Class Presort service to customers who produce a large quantity of letter-sized First Class mail. In order to assure that your mail moves through the USPS as efficiently as possible, we have prepared this guide to help our customers determine what is and is not eligible for our First Class Presort product.

What is eligible:

Letter Sized Mail, enclosed in an envelope, is eligible for our First Class Presort product. Letter Sized mail is defined as:

	Minimum	Maximum
Length	5 inches	11. 1/2 inches
Height	3 1/2 inches	6 1/8 inches
Thickness	9/1000 inch	1/4 inch
Weight		Less than 3 ounces

Machinability

If a mailpiece has any of the following characteristics, it is not eligible for the First Class Presort product:

- Has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5.
- Is polybagged, polywrapped, or enclosed in any plastic material.
- Has clasps, strings, buttons, or similar closure devices. (This includes tape.)
- Contains items such as pens, pencils, or loose keys or coins that cause the thickness of the mailpiece to be uneven.
- Is too rigid (does not bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter turn).
- Has a delivery address parallel to the shorter dimension of the mailpiece.
- Print must be clear enough for the machine to read. (A lot of handwriting gets rejected.)

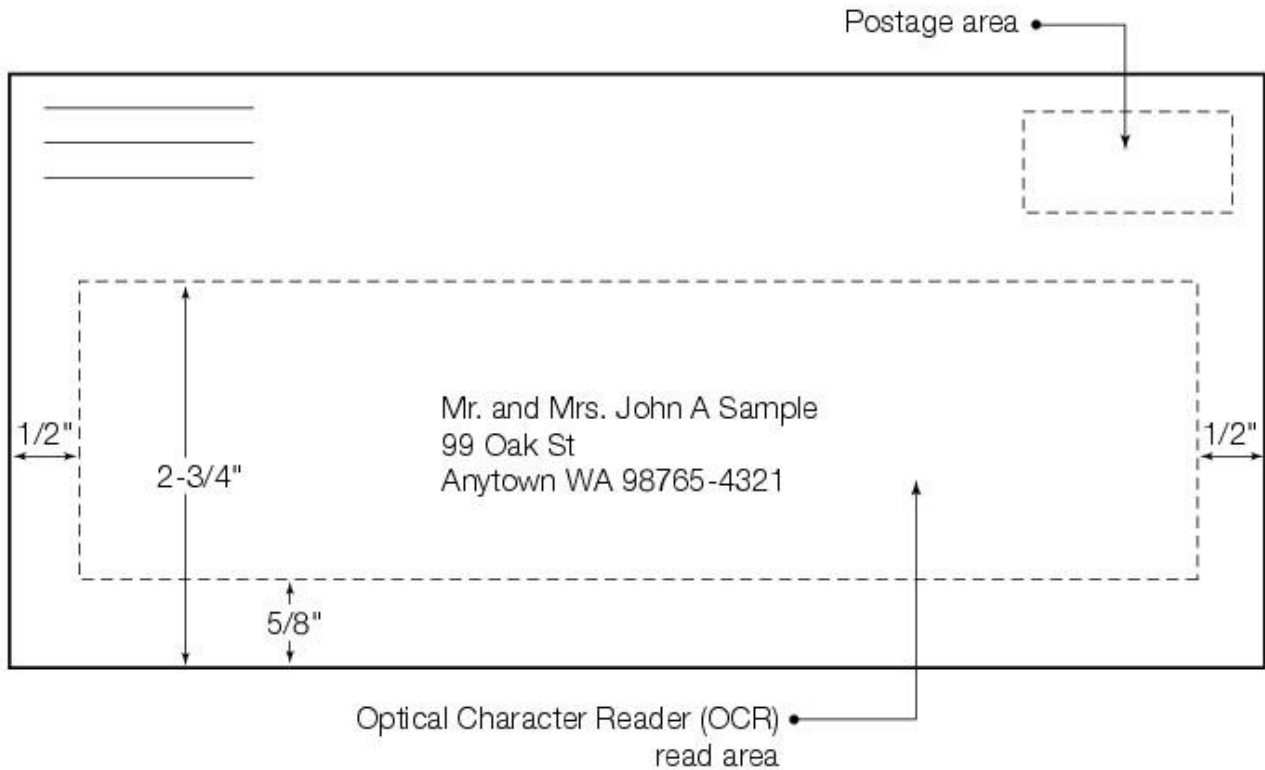
Address Location

The mailpiece must bear a complete domestic delivery address. The delivery address must be located in the "OCR Read Area" which is defined by these boundaries:

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

Barcode Clear Zone

The bottom 5/8 inch of the envelope is reserved for the barcode. There should be no printing in the bottom 5/8 inch of the envelope. The envelope color must be sufficiently light in color to assure proper readability of the barcode we apply.



Window Envelopes

The delivery address must remain completely visible through the window, with a 1/8 inch margin, throughout the full range of motion of the insert. If the address falls out of the window when the insert is shifted all the way left, right, up or down in the envelope, then the mailpiece is considered unmailable by the USPS.