

# PROCEDURES FOR USING THIS TEMPLATE

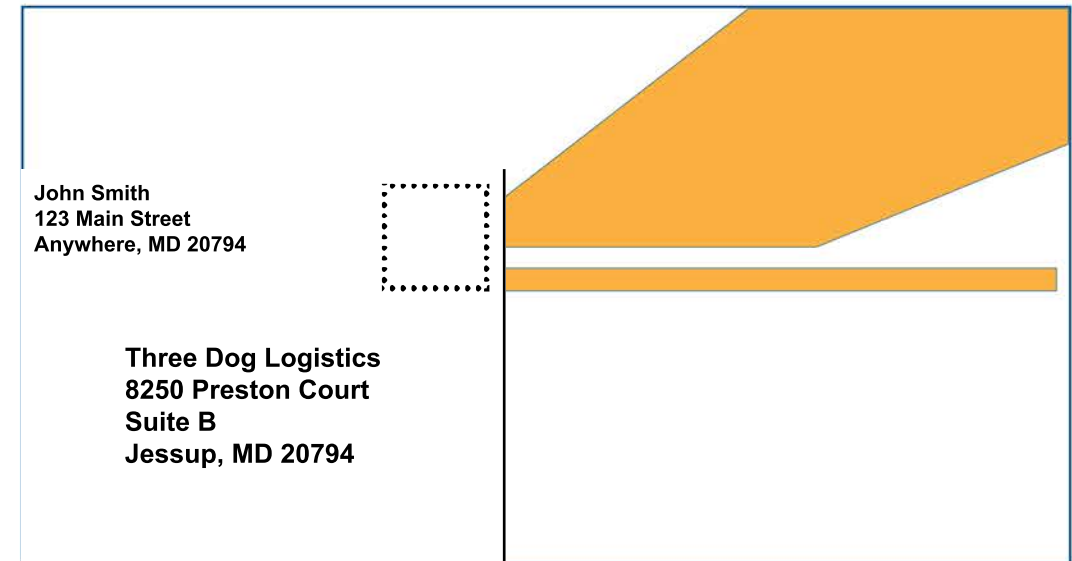
1. Align the mailpiece in the area where noted on the front of this template, with the delivery address parallel to the bottom edge as shown in the examples.
2. Check mailability: For a mailpiece that is 1/4" thick or less, if the upper-right corner of the mailpiece does not touch, or extend past BOTH dotted lines for a minimum mailpiece height and minimum mailpiece length, the mailpiece is nonmailable. A postcard that fits on the template, but exceeds either the maximum postcard height or the maximum postcard length will be subject to the appropriate letter-size price.
3. Check machinable size: If the mailpiece meets the minimum size requirements for mailability and fit on the template, but the upper-right corner extends outside the shaded area of the template, it may be mailed, but is nonmachinable. Higher prices apply to nonmachinable pieces.
4. Check thickness: If the mailpiece is thicker than the 1/4", it cannot be mailed at letter-size prices.



**Within Aspect Ratio**



**Not Within Aspect Ratio**



**Not Within Aspect Ratio**

# LETTER-SIZE MAIL DIMENSIONAL STANDARDS TEMPLATE

