

# New USPS Booklet Sealing Requirements

**On September 8, 2009**, new U.S. Postal Service regulations will take effect creating a new Booklet class of self-mailers. The regulations include new specifications for booklet size, paper weight and sealing options for machinable, automation letter-size booklets.

## Changes with Seals

First, once-standard 1” seals will be replaced with 1.5” seals. This affects both how the piece is designed and the mechanics of setting up the equipment. Second, the number of seals (see below) may require multiple passes, which affect both production times and labor costs. Third, from a practical standpoint no one will be using Mylar seals anymore because perforations are no longer allowed and plastic seals won’t open easily. To avoid pieces from being ripped or torn when opened, translucent or white paper seals will now become the new standard.

Below are the new Booklet class standards and specifications per the Domestic Mail Manual (DMM):


## USPS Definition of Booklets

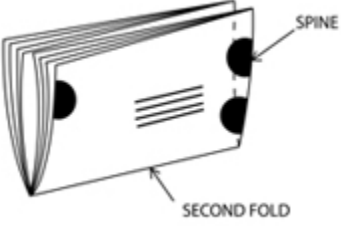
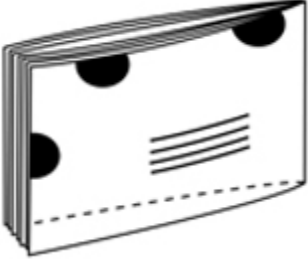
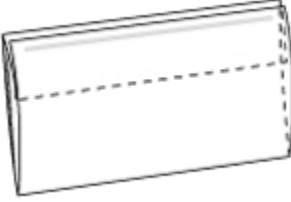
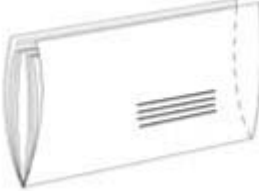
Booklets must have a bound edge. Sheets that are fastened with at least two staples in the manufacturing fold (saddle stitched), perfect bound, pressed-glued, or joined together by another binding method that produces an end where pages are attached together are considered booklets. Booklets are open 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 qualify for automation and machinable prices if the final mail piece remains nearly uniform in thickness.

## Minimum and Maximum Dimensions

- **Height:** 6 inches maximum, 3.5 inches minimum
- **Length:** 10.5 maximum, 5 inches minimum
- **Thickness:** 0.25 inch maximum, 0.009 inch minimum
- **Weight:** Not more than 3 ounces
- **Aspect Ratio:** Within 1.3 to 2.5

**Design and Sealing** Tabs (or wafer seals), glue spots, glue lines and tape are acceptable sealing options. Placement varies based on the design of the booklet; the chart below breaks down the options:

Spine or final fold style	Length	Minimum cover stock	Seal mailers with...	Tab location
 <p>Spine or fold on the bottom (longer) edge</p>	<p>5in. to 9in.</p> <p>Over 9in. to 10.5 in.</p>	<p>50lb</p> <p>60lb</p>	<p>Three 1.5in. non-perf tabs</p>	<p>Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs 1 inch from the top edge.</p>

 <p>Final fold on the bottom (longer) edge, with the folded spine on the leading or trailing (shorter) edge</p>	<p>5in. to 10.5in.</p>	<p>40lb</p>	<p>Three 1.5in. non-perf tabs</p>	<p>Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs 1 inch from the top edge.</p>
 <p>Spine on the leading (shorter) edge</p>	<p>5in. to 9in. Over 9in. to 10.5 in.</p>	<p>60lb 70lb</p>	<p>Three 1.5in. non-perf tabs</p>	<p>Two tabs on top edge; one tab on trailing edge. Position top tabs 1 inch from left and right edge. Position trailing tab in the middle.</p>
 <p>Spine on bottom (longer) edge, nonperforated inner flap on top (upper) edge</p>	<p>5in. to 9.5in.</p>	<p>80lb</p>	<p>Continuous glue line or glue spots</p>	<p>Perfect bound or saddle stitched with a continuous glue line along flap preferred, minimum 1-inch glue spots acceptable if placed within 3/4-inch of right and left edges.</p>
 <p>Spine on bottom (longer) edge, cover extends no more than 1/2-inch beyond inner pages</p>	<p>5in. to 9.5in.</p>	<p>80lb</p>	<p>Continuous glue line or glue spots</p>	<p>Perfect bound or saddle stitched with a continuous glue line along 1/2-in. overhang preferred, minimum 1-inch glue spots acceptable if placed within 3/4-inch of right and left edges.</p>