

# Postal Rates Reference Chart

Current Rates as of 1/22/2023

First Class: Delivery 2 to 4 days (Not Guaranteed)

500 piece minimum for presorted and automated mailings – 200 piece minimum for single piece permit imprint (indicia)



Post Card Rates: min. size: 3-1/2" x 5" max. size: 4-1/4" x 6" thickness: .007" to .016"

Weights	Single Piece Full Rate	Machinable Presorted	Automated Mixed AADC	Automated AADC	Automated 3 Digit	Automated 5 Digit
Weight not over 1 ounce	0.48	0.381	0.381	0.37	0.37	0.352

First Class Letter Size Rates: min. size: 3-1/2" x 5" max. size: 6-1/8" x 11-1/2" thickness: .007" to .25"

Weights	Single Piece Full Rate	Machinable Presorted	Automated Mixed AADC	Automated AADC	Automated 3 Digit	Automated 5 Digit
Weight not over 1 ounce	0.63	0.546	0.531	0.507	0.507	0.471
Weight not over 2 ounces	0.84	0.546	0.531	0.507	0.507	0.471
Weight not over 3 ounces	1.08	0.546	0.531	0.507	0.507	0.471
Weight not over 3.5 ounces*	1.32	0.546	0.531	0.507	0.507	0.471

Weight over 3.5 ounces see flats

\*weight cannot exceed 3.5 ounces for automation discounts

**\*\*Nonmachinable letters are subject to a nonmachinable surcharge of \$0.40 per piece plus Machinable Presorted rate**

First Class Flat Size Rates: min. size: 6-1/8" x 11-1/2" max. size: 12" x 15" thickness: .009" to .75"

Weights	Single Piece Full Rate	Non-Automation Presorted	Automated Mixed ADC	Automated ADC	Automated 3 Digit	Automated 5 Digit
Weight not over 1 ounce	1.26	1.185	1.068	0.955	0.896	0.689
Weight not over 2 ounces	1.50	1.425	1.308	1.195	1.136	0.929
Weight not over 3 ounces	1.74	1.665	1.548	1.435	1.376	1.169
Weight not over 4 ounces	1.98	1.905	1.788	1.675	1.616	1.409
Weight not over 5 ounces	2.22	2.145	2.028	1.915	1.856	1.649
Weight not over 6 ounces	2.46	2.385	2.268	2.155	2.096	1.889
Weight not over 7 ounces	2.70	2.625	2.508	2.395	2.336	2.129
Weight not over 8 ounces	2.94	2.865	2.748	2.635	2.576	2.369
Weight not over 9 ounces	3.18	3.105	2.988	2.875	2.816	2.609
Weight not over 10 ounces	3.42	3.345	3.228	3.115	3.056	2.849
Weight not over 11 ounces	3.66	3.585	3.468	3.355	3.296	3.089
Weight not over 12 ounces	3.90	3.825	3.708	3.595	3.536	3.329
Weight not over 13 ounces	4.14	4.065	3.948	3.835	3.776	3.569

Priority Mail Retail

Weights	Flat Rate Envelope	Flat Rate Padded Envelope	Small Flat Rate Box	Medium Flat Rate Box	Large Flat Rate Box
Maximum weight: 70 lbs.	9.65	10.40	10.20	17.10	22.80

Priority Mail Commercial Base (Need to be a permit holder to qualify for Commercial Base)

Weights	Flat Rate Envelope	Flat Rate Padded Envelope	Small Flat Rate Box	Medium Flat Rate Box	Large Flat Rate Box
Maximum weight: 70 lbs.	8.05	8.80	8.55	14.75	19.90

**\*\*Non Machinable Criteria (letters only)**

- If the aspect ratio (length divided by height) is less than 1.3 or more than 2.5. ex. *square pieces*.
- If it has an exterior surface that is not made of paper.
- If it has clasps, strings, buttons, or similar closure devices.
- If it contains items such as pens, pencils, loose keys or coins that cause the thickness of the mailpiece to be uneven.
- If it is too rigid (does not bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter turn).
- If it is a mailpiece more than 4-1/4 inches high or 6 inches long (letter size) and the thickness is less than 0.009 inch.
- Has a delivery address parallel to the shorter dimension of the mailpiece.
- Is a self-mailer or booklet that is not prepared according to regulations.

## Design Tips:

- Keep it letter size!
- Avoid square designs
- Mail must be rectangular! – no rounded corners or die-cut shapes
- Keep the folded edge at the bottom
- Keep return address out of the OCR read area (see USPS template 67)
- Make sure there is no copy in the barcode clear zone
- 9 point stock (.009") for automation discounts
- Leave room for the address block – 2" x 4" preferred
- Avoid dark or bright backgrounds or designs in the address area
- Allow 1/4" clearance on each side for anything inserting to an envelope
- Avoid open end envelopes – they will likely require hand inserting
- Use gummed flapped envelopes for any machine inserting
- Make sure you use the proper indicia for the class of mail you want
- Address block must be on top half of piece when spin is on the right for all classes except first class flats
- Have coating for address panel knocked out for mailing greater than 50k and all envelopes that will be inkjetted
- When possible use windowed envelopes
- ASK! – there are no stupid questions

## Data File Specifications

Broudy Printing can work with virtually any type of file but some will require additional formatting.

Preferred:

Comma Delimited (\*.csv)

Excel (\*.xls or \*.xlsx)

Fixed Length

Please NO Label Layouts (Word)

# Postal Rates Reference Chart

Current Rates as of 1/22/2023

**USPS Marketing Mail (previously called Standard Class) - Regular and Nonprofit: Delivery 2 to 9 days (Not Guaranteed)**  
200 piece minimum for permit, presorted and automated mailings

Standard Letter Size Rates: min. size: 3-1/2" x 5" max. size: 6-1/8" x 11-1/2" thickness: .007" to .25"

Weights	Non-Auto Mach Mixed ADC	Non-Auto Mach ADC	Non-Mach Mixed ADC	Non-Mach ADC	Automation Mixed AADC	Automation ADC	Automation 3 Digit	Automation 5 Digit
4 ounces or less	0.366	0.346	0.923	0.842	0.360	0.339	0.339	0.305
4 ounces or above	—	—	0.648	0.567	—	—	—	—
Plus per pound	—	—	1.101	1.101	—	—	—	—

Standard Flat Size Rates: min. size: 6-1/8" x 11-1/2" max. size: 12" x 15" thickness: .009" to .75"

Weights	Non-Auto Mixed ADC	Non-Auto ADC	Non-Auto 3 Digit	Non-Auto 5 Digit	Automation Mixed ADC	Automation ADC	Automation 3 Digit	Automation 5 Digit
4 ounces or less	0.923	0.842	0.778	0.653	0.896	0.824	0.726	0.572
4 ounces or above	0.648	0.567	0.503	0.378	0.621	0.549	0.451	0.297
Plus per pound	1.101	1.101	1.101	1.101	1.101	1.101	1.101	1.101

Non-Profit Letter Size Rates: min. size: 3-1/2" x 5" max. size: 6-1/8" x 11-1/2" thickness: .007" to .25"

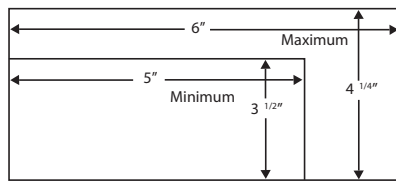
Weights	Non-Auto Mach Mixed ADC	Non-Auto Mach ADC	Non-Mach Mixed ADC	Non-Mach ADC	Automation Mixed AADC	Automation ADC	Automation 3 Digit	Automation 5 Digit
4 ounces or less	0.219	0.199	0.708	0.627	0.213	0.192	0.192	0.158
4 ounces or above	—	—	0.473	0.392	—	—	—	—
Plus per pound	—	—	0.941	0.941	—	—	—	—

Non-Profit Flats: min. size: 6-1/8" x 11-1/2" max. size: 12" x 15" thickness: .009" to .75"

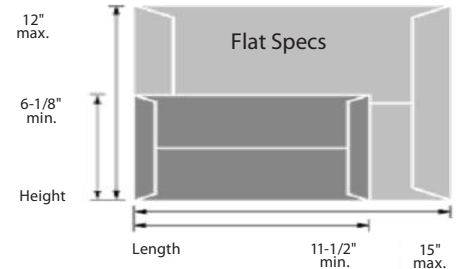
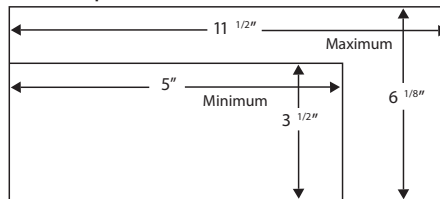
Weights	Non-Auto Mixed ADC	Non-Auto ADC	Non-Auto 3 Digit	Non-Auto 5 Digit	Automation Mixed ADC	Automation ADC	Automation 3 Digit	Automation 5 Digit
4 ounces or less	0.708	0.627	0.563	0.438	0.681	0.609	0.511	0.357
4 ounces or above	0.473	0.392	0.328	0.203	0.446	0.374	0.276	0.122
Plus per pound	0.941	0.941	0.941	0.941	0.941	0.941	0.941	0.941

If specs fall out of the following dimensions, please see the USPS Design Analyst for approval.

## Postcard Specs



## Letter Specs (See booklet & FSM design for max size)



Definition: Booklet letter with stitching Self-mailer folded letter without stitching			
Common Booklet Designs		Common (FSM) Folded Self-mailer	
Up to 3 ounces		Max 6"x10.5" - Min 3.5"x5"	
Folded Booklets		Under 1 ounce	Over 1 ounce but less than 3 ounces
Cover paper weight—40-pound paper. Two 1.5" nonperforated tabs on leading edge and one tab on trailing edge. Position upper tabs within 1-inch from the top edge. Position lower leading tab 0.5 inch from the bottom edge.		Paper weight min 70lb Tabs: 2 1" nonperforated tabs *Glue: 3 3/8" spots Max panels: 12	Paper weight min 80lb Tabs: 2 1.5" nonperforated tabs *Glue: 4 3/8" spots Max panels: 12
Simple Spine Booklets Maximum height—6 inches Maximum length—10.5 inches Basic		Paper weight min 70lb Tabs: 2 1" nonperforated tabs Glue: N/A Max panels: 12	Paper weight min 80lb Tabs: 2 1.5" nonperforated tabs Glue: N/A Max panels: 12
Cover: 5" to 9" long at least 50-pound paper. Over 9" up to 10.5" at least 60-pound paper. The front cover may be up to a maximum of 0.25" shorter than pages and rear cover. Nonperforated 1.5" tabs. Place one tab on the leading and trailing edges within 1" from the top; position one tab on the lower leading edge 0.5" from the bottom.		Paper weight min 70lb Tabs: 2 1" nonperforated tabs Glue: N/A Max panels: 12	Paper weight min 80lb Tabs: 2 1.5" nonperforated tabs *Glue: 4 3/8" spots Max panels: 12
Basic FSM (final fold at bottom edge)		Paper weight min 70lb Tabs: 2 1" nonperforated tabs *Glue: 3 3/8" spots Max panels: 12	Paper weight min 80lb Tabs: 2 1.5" nonperforated tabs *Glue: 4 3/8" spots Max panels: 12
Quarter Fold FSM (First fold at lead edge; final fold on bottom edge)		Paper weight min 70lb Tabs: 2 1" nonperforated tabs Glue: N/A Max panels: 12	Paper weight min 80lb Tabs: 2 1.5" nonperforated tabs *Glue: 4 3/8" spots Max panels: 12
Basic FSM Oblong (final fold at lead edge)		Paper weight min 70lb Tabs: 2 1" nonperforated tabs *Glue: 3 3/8" spots Max panels: 12	Paper weight min 80lb Tabs: 2 1.5" nonperforated tabs *Glue: N/A Max panels: 12