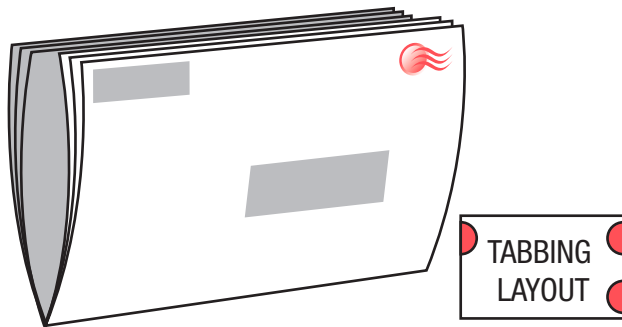
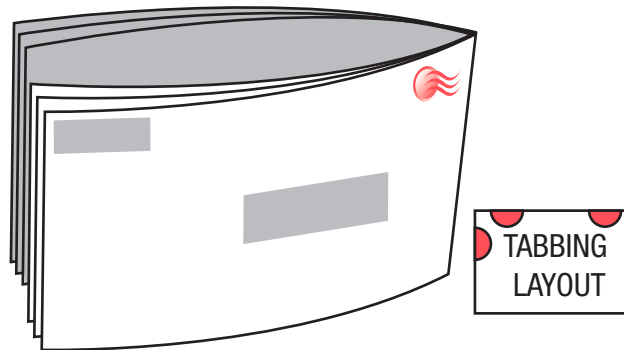


BOOKLETS

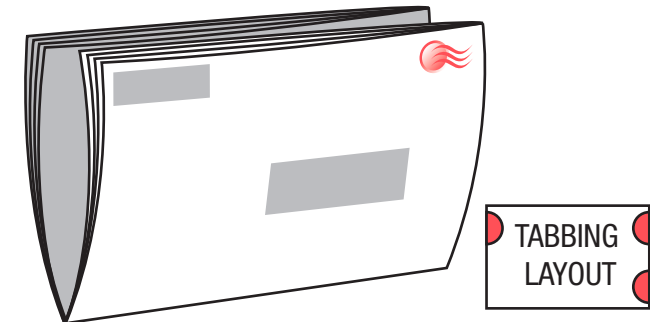
Simple Spine Booklet



Oblong Booklet *



Folded Booklet



Booklets must have a bound edge (spine.) 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 a spine 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.

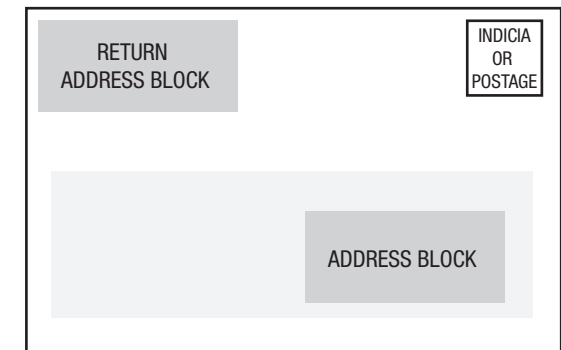
Physical Standards for Booklets

- HEIGHT: 6" **MAX** 3.5" **MIN**
- LENGTH: 10.5" **MAX** 5" **MIN**
- THICKNESS: 0.25" **MAX** 0.009" **MIN**
- WEIGHT: ≤ 3 oz.
- ASPECT RATIO: ≥1.3 to ≤2.5 (LENGTH ÷ HEIGHT).

Exceeding the maximum width or heights requires reclassification as a flat and different postage rates apply.

Addressing for Booklets

Booklets follow the same addressing rules as letters. Additional rules and standards can be found on our website.



Note: Stitching

Stitching in bindery terms is used to describe the mechanical method of fastening pages together with thread or metal wire. The latter is similar in appearance to an office staple, but is known in the industry as a stitch.

Note: Tabbing

All 3 styles of booklet shown require three 1.5" tabs.

Note: Paper

Booklet covers generally must be made with a minimum paper basis weight of 60-pounds or equivalent.
* Oblong booklets 5" to 9" wide use 60-pound paper. Over 9" up to 10.5" require 70-pound paper.



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