

USPS Postal Regulations regarding Clasps and Closures

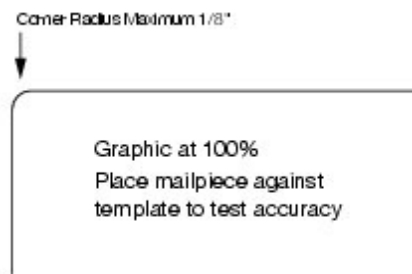
1.0 Physical Standards for Letters

1.1 Dimensional Standards for Letters

Letter-size mail is:

- a. Not less than 5 inches long, 3-1/2 inches high, and 0.007-inch thick.
- b. Not more than 11-1/2 inches long, or more than 6-1/8 inches high or more than 1/4-inch thick.
- c. Not more than 3.5 ounces (First-Class Mail letter-size pieces over 3.5 ounces pay flat-size rates).
- d. Rectangular, with four square corners and parallel opposite sides. Letter-size, card-type mail pieces made of cardstock may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See [Exhibit 1.1d](#).

Exhibit 1.1d Maximum Corner Radius for Letter-Size, Card-Type Mail pieces



1.2 Nonmachinable Criteria

A letter-size piece is nonmachinable (see [6.4](#)) if it has one or more of the following characteristics (see [601.1.4](#) to determine the length, height, top, and bottom of a mail piece):

- a. Has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5.
- b. Is poly-bagged, poly-wrapped, or enclosed in any plastic material.
- c. **Has clasps, strings, buttons, or similar closure devices.**
- d. Contains items such as pens, pencils, or loose keys or coins that cause the thickness of the mail piece to be uneven (see [601.11.18, Odd-Shaped Items in Paper Envelopes](#)).
- e. Is too rigid (does not bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter turn).
- f. For pieces more than 4-1/4 inches high or 6 inches long, the thickness is less than 0.009 inch.
- g. Has a delivery address parallel to the shorter dimension of the mail piece.
- h. Is a self-mailer with a final folded edge perpendicular to the address if the piece is not folded and secured according to [201.3.13.1](#).
- i. Booklet-type pieces with the bound edge (spine) along the shorter dimension of the piece or at the top, unless prepared according to [201.3.13.2](#).

(This represents a .17 per piece additional charge for First Class Postage)