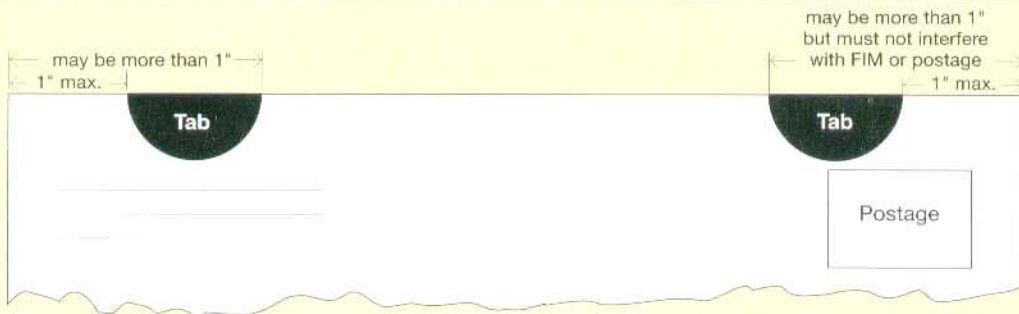


# Placement of Tabs and Wafer Seals



## Specifications for Automation-Compatible Letter-Size Mailpieces

### Double Postcard

Tabs 1 (middle)  
 Folded Edge Top or Bottom  
 Sheets Single  
 Basis Weight 75 lb.



### Folded Self-Mailer (Invitation Fold)

Tab Address Label  
 Folds Top and Bottom  
 Sheets Multiple or Single  
 Basis Weight 20 lb.



### Folded Self-Mailer

Tabs 2 (start ≤ 1 inch from edges)  
 Folded Edge Top or Bottom  
 Sheets Single  
 Basis Weight 20 lb.



### Folded Self-Mailer (Continuous Glue Strip)

Open Edge Top  
 Folded Edge Bottom  
 Sheets Single  
 Basis Weight 20 lb.



### Folded Self-Mailer

Tabs 1 (middle)  
 Folded Edge Bottom  
 Sheets Multiple  
 Basis Weight 24 lb.



### Booklet

Tabs 2 (start ≤ 1 inch from edges)  
 Spine Bottom  
 Sheets Multiple with Cover  
 Basis Weight 20 lb. (Cover)



### Folded Self-Mailer

Tabs 1 (middle)  
 Folded Edge Bottom  
 Sheets Single  
 Basis Weight 28 lb.



### Folded Booklet

Tabs 2 (start ≤ 1 inch from edges)  
 Spine Top  
 Folded Edge Bottom  
 Sheets Multiple with Cover  
 Basis Weight 20 lb. (Cover)

Spine



### Folded Self-Mailer'

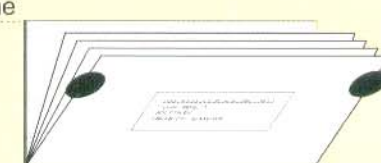
Tabs 1 (middle)  
 Folded Edge Right  
 Sheets Single  
 Basis Weight 75 lb.



### Folded Booklet

Tabs 2 (start ≤ 1 inch from top edge)  
 Spine Top  
 Folded Edge Bottom  
 Sheets Multiple with Cover  
 Basis Weight 20 lb. (Cover)

Spine



1. Pieces 7 inches or longer must be sealed on the top and bottom; the middle tab is optional (C810.7).

### Booklet

Tabs 2 (start ≤ 1 inch from top and bottom edges)  
 Spine Right (open edge left)  
 Sheets Multiple with Cover  
 Basis Weight 24 lb. (Cover)

