

## **USPS TABBING REQUIREMENT CHANGES 10/09**

### **BOOKLETS**

The Postal Service has established new standards to improve processing and handling of automation compatible letter-size booklets. There are changes to tab size and location, paper weight and dimensions. Booklets are mail pieces with a bound edge and include sheets fastened with at least two staples in the manufacturing fold (saddle-stitched), perfect bound, pressed-glued, or joined together by another binding method that is automation-compatible and produces an end where pages are attached. In general, booklets are open on three sides before sealing, like a book, and must be uniformly thick.

To improve the productivity of processing booklets and to decrease damage to mail pieces, the new standards require that booklets have three, 1 1/2-inch tabs placed on the sides of the mail piece. For larger or heavier booklets, the USPS recommends 2-inch paper tabs. Glue spots or a continuous glue line may be used to seal booklets designed with pages that are shorter than the cover.

There are a very limited number of booklets that we mail each year and to meet this tabbing requirement would require the purchase of new tabbing equipment. The booklet volumes do not justify the purchase of the new equipment.

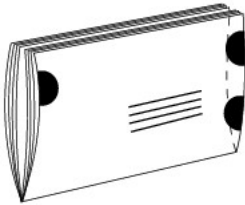
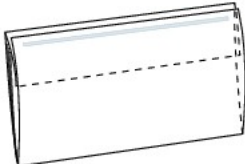
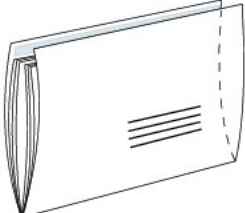
If a department wishes to mail out booklet, they have two choices:

- 1) Provide envelopes along with the booklets for the booklet to be inserted into the envelopes for mailing.
- 2) Have the printer meet all the requirements shown below to include tabbing of the piece prior to sending it to University Mail Services to be mailed.
- 3)

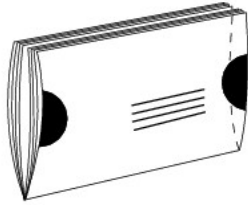
We believe the best option to be the first one, as our concern is the final appearance to the customer with the number of tabs that will be on the piece and what it will look like when it is opened. Tabs can no longer be perforated leading to increased tearing of the actual mail piece when opening it.

### **SELF-MAILERS**

The Postal Service is also reviewing tabbing requirements for self-mailers and we expect a decision on this requirement in December 2009 with a proposed implementation date of March 2010. Once we know what the new requirements are, we will determine the best course of action to be taken.

	<b>If The Spine Or Final Fold Is...</b>	<b>Length</b>	<b>Cover Stock</b>	<b>Sealing</b>	<b>Tab In These Locations</b>
<b>Simple Spine</b>	 <p>Spine or final fold on the bottom (longer) edge.</p>	5" to 9" long Over 9", up to 10.5" long	50-pound 60-pound	Three 1.5" non-perforated tabs	Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs within 1 inch from the top edge.
<b>Simple Spine</b>	 <p>Spine on bottom; longer front cover folded over inside pages to create a nonperforated inner flap sealed within top edge.</p>	5" to 9.5" long	80-pound	Continuous glue line or glue spots	Perfect bound or saddle stitched, flap sealed inside, continuous glue line along flap preferred, minimum 1 inch glue spots acceptable if placed within 3/4 inch of right and left edges.
<b>Simple Spine</b>	 <p>Spine on the bottom (longer) edge, Cover extends no more than 1/2 inch beyond inner pages.</p>	5" to 9.5" long	80-pound	Continuous glue line or glue spots	Perfect bound or saddle stitched with a continuous glue line along the 1/2 inch cover overhang preferred, minimum 1 inch glue spots acceptable if placed within 3/4 inch of right and left edges.

**Simple Spine - Wallet Style**



Saddle-stitched spine (two or more staples) on the bottom (longer) edge. 4" height only. Maximum Weight 2.5 ounces.

5.2" to 8" long

60-pound for cover and pages 70-pound cover with 50-pound pages

Two 1.5" or 2" non-perforated tabs

One tab on leading edge and one tab on trailing edge. Booklets up to 2 ounces:

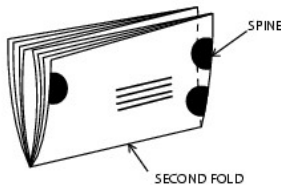
- 1.5" tabs
- 1-1/4" from bottom edge

Over 2 ounces up to 2.5 ounces:

- 2" tabs
- 3/4" from bottom edge

±1/8" vertical tolerance for tab placement for both tab sizes.

**Folded**



Final fold on the bottom (longer) edge, with the folded spine on the leading or trailing (shorter) edge.

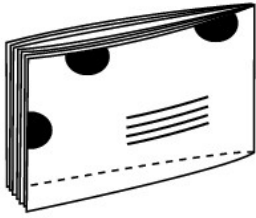
5" to 10.5" long

40-pound

Three 1.5" non-perforated tabs

Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs within 1 inch from the top edge.

**Oblong**



Spine on the leading  
(shorter) edge.

5" to 9"  
long  
Over 9",  
up to  
10.5"  
long

60-  
pound  
70-  
pound

Three 1.5"  
non-  
perforated  
tabs

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.