

Quick Service Guide 301

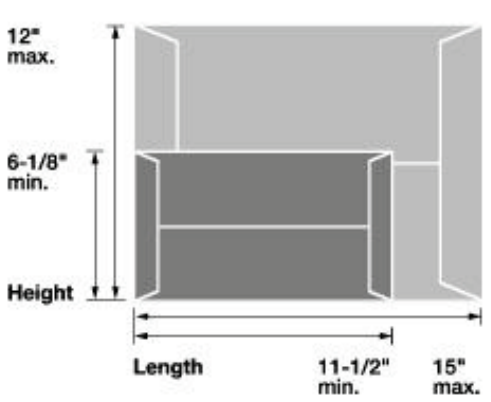
Commercial Flats

Physical Standards for Commercial Flats

June 7, 2010

Overview

Flat Dimensions			
		Minimum*	Maximum
Length		11-1/2 inches	15 inches
Height		6-1/8 inches	12 inches
Thickness		1/4 inch	3/4 inch
* Flats exceed at least one of these dimensions			



For physical standards of automation flats, see [Quick Service Guide 301a](#).

In addition to shape, the Postal Service classifies mailpieces by the way they are prepared. These classifications are based on how efficiently your mailpieces can be processed on Postal Service equipment. The Postal Service classifies commercial flats as either nonautomation or automation flats or machinable and nonmachinable for Periodicals.

A flat meets automation standards and qualifies for automation prices if it meets the specific addressing, barcoding, and design standards. Automation flats must have a POSTNET or Intelligent Mail barcode with a delivery point routing code.

Dimensions, Shape, Flexibility, and Uniform Thickness ([301.1.0](#))

Dimensions:

- Minimum: more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4 inch thick.

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- Maximum: 15 inches long, 12 inches high, and 3/4 inch thick.
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The length of a flat-size mailpiece is the longest dimension. The height is the dimension perpendicular to the length.

Shape: rectangular, with four square corners, or with finished corners that do not exceed a radius of 0.125 inch (1/8 inch).

Flexibility: flat-size piece must meet flexibility criteria in [301.1.3](#).

Uniform thickness: the contents must be uniformly thick so that any bumps, protrusions, or irregularities do not cause more than 1/4 inch variance in thickness ([301.1.4](#)). When determining variance in thickness, exclude the outer edges of a mailpiece (1 inch from each edge) when the contents do not extend to the edges.

Mailpieces that do not meet the standards for flexibility in [301.1.3](#), or for uniform thickness in [301.1.4](#), must pay applicable prices as follows:

- First-Class Mail—parcel prices.
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- Standard Mail—Not Flat-Machinable or parcel prices.
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- Bound Printed Matter—parcel prices.
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Presorted Nonautomation Flats ([301.2.0](#))

Maximum weight:

- First-Class Mail: 13 ounces.
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- Standard Mail: less than 16 ounces.
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- Bound Printed Matter: 15 pounds.
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