

Booklets

3.15.1 Definition

[6-7-10] [9-8-09] 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. Large bound booklets that are folded for mailing may qualify for automation and machinable prices if the final mailpiece remains nearly uniform in thickness and conforms to all other automation standards.

3.15.2 Paper

[9-8-09] Booklet covers generally must be made with a minimum paper basis weight of 60-pounds or equivalent. Minimum basis weights are higher for some designs (see 3.15.4).

3.15.3 Physical Standards for Booklets

[9-8-09] Booklets must be:

a.

Height: not more than 6 inches or less than 3.5 inches high.

b.

Length: not more than 10.5 inches or less than 5 inches long. See Exhibit 3.15.5 through Exhibit 3.15.8 for some booklet designs with shorter maximum lengths.

c.

Thickness: not more than 0.25 inch or less than 0.009 inch thick.

d.

Weight: not more than 3 ounces.

e.

Aspect ratio: within 1.3 to 2.5 (see 3.7).

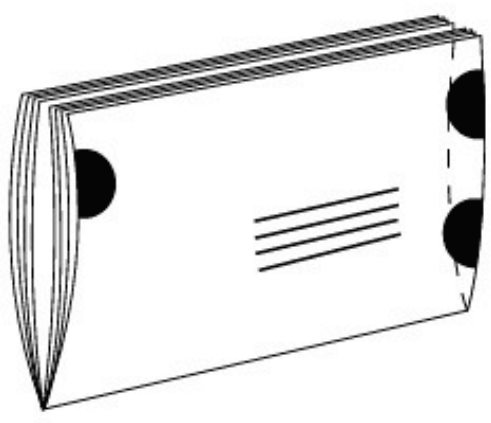
3.15.4 General Booklet Design and Sealing

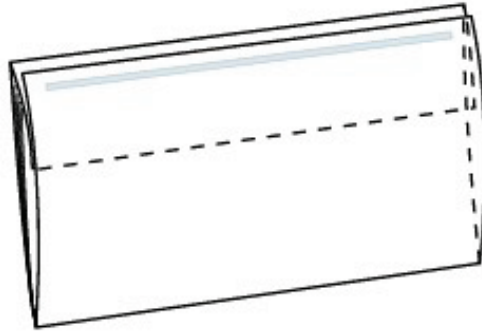
[4-5-10] [10-5-09] [9-8-09] The position of the final fold and intermediate fold (or spine) for letter-sized booklets varies according to the specific design of the mailpiece. Open edges can be sealed with tabs, glue lines, or glue spots. Except for the simple spine wallet-style design with a height of 4 inches and a maximum length of 8 inches; tabs used as seals on the leading edge of small booklets less than 5 inches high, may be placed closer to the top and bottom edges than shown in Exhibit 3.15.5 through Exhibit 3.15.8 and may overlap in some cases. See Exhibit 3.15.5 through Exhibit 3.15.8 for design and sealing standards by type of design.

3.15.5 Simple Spine

[6-7-2010] [4-5-10] The spine forms the bottom edge of the mailpiece. The length or method used to seal the booklet determines the weight of the paper forming the cover.

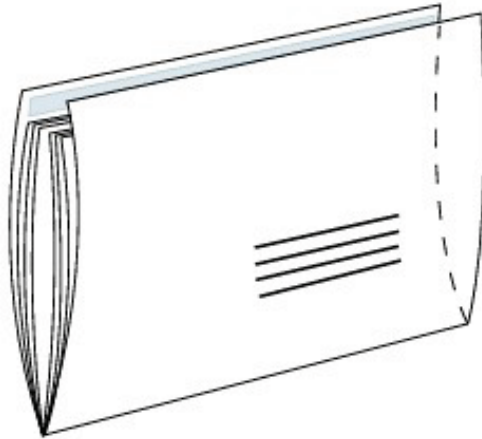
Exhibit 3.15.5 Simple Spine Booklets

<p>SIMPLE SPINE BOOKLETS Maximum weight—3 ounces Maximum height—6 inches Maximum length—9.5 inches unless noted Cover paper weight—80-pound paper unless noted: see Exhibit 3.2</p>	
<p>Basic</p> 	<p>Cover: 5" to 9" long at least 50-pound paper Over 9" up to 10.5" at least 60-pound paper The front cover may be up to a maximum of 0.25" shorter than pages and rear cover. Nonperforated 1.5" tabs. Place one tab on the leading and trailing edges within 1" from the top; position one tab on the lower leading edge 0.5" from the bottom.</p>
<p>Internal Flap</p>	<p>Cover:</p>



Minimum 80-pound paper
 Extended front folded over enclosed pages to create a nonperforated inner flap. Flap sealed inside of back cover.
 Seal with a continuous glue line along flap as described in 3.11g (preferred), or 1-inch glue spots as described in 3.11f.

Cover-to-Cover



Cover:
 Minimum 80-pound paper
 Cover extends no more than 5/8 inch beyond inner pages.
 Seal with a continuous glue line along extended cover as described in 3.11g (preferred), or with 1-inch glue spots as described in 3.11f.

LIGHTWEIGHT SIMPLE SPINE BOOKLETS

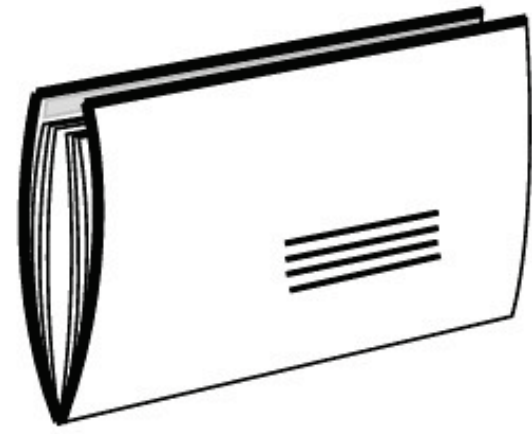
Maximum weight—0.8 ounce

Maximum height—6 inches

Maximum length—10.5 inches

Cover paper weight—70-pound paper unless noted: see [Exhibit 3.2](#)

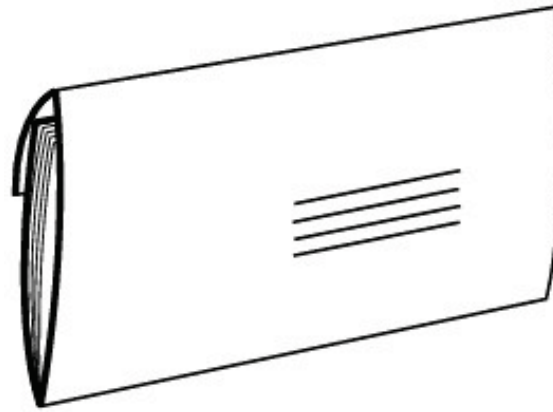
Cover-to-Cover



Cover extends no more than 5/8 inch beyond inner pages.
 Seal with a continuous glue line as described in 3.11h.

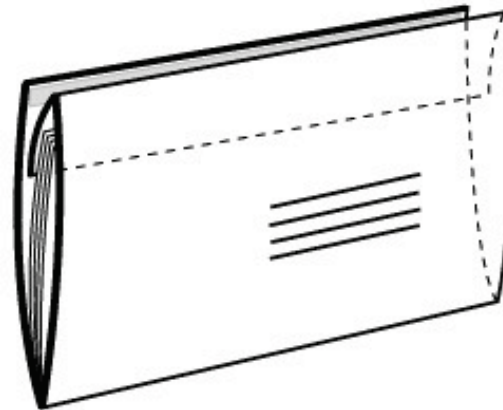
External Flap

Addressed side of the cover extends over all



pages on the back to create a flap.
 Flap length: at least 1.5" wide when measured down from the top edge. May be longer, but cannot be closer than 1-inch from bottom edge.
 Flap attaches to the outside of the nonaddressed side of the cover.
 Seal with a continuous glue line as described in 3.11h.

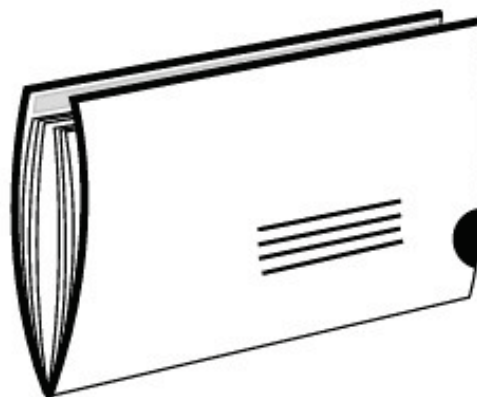
Internal Flap



Addressed side of the cover extends over internal pages to create an inside flap.
 Flap length: at least 1.5" wide when measured down from the top edge.
 Flap attaches to the inside of the nonaddressed side of the cover.
 Seal with a continuous glue line as described in 3.11h.

MID-WEIGHT SIMPLE SPINE BOOKLETS
 Weight—over 0.8 ounce up to 1.6 ounces
 Maximum height—6 inches
 Maximum length—10.5 inches
 Cover paper weight—70-pound paper unless noted: see [Exhibit 3.2](#)

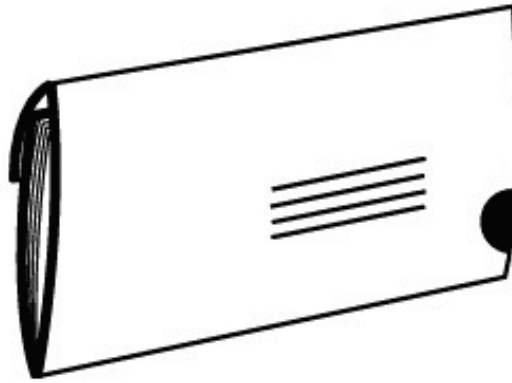
Cover-to-Cover



Cover extends no more than 5/8 inch beyond inner pages.
 Seal with a continuous glue line as described in 3.11h, and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches.

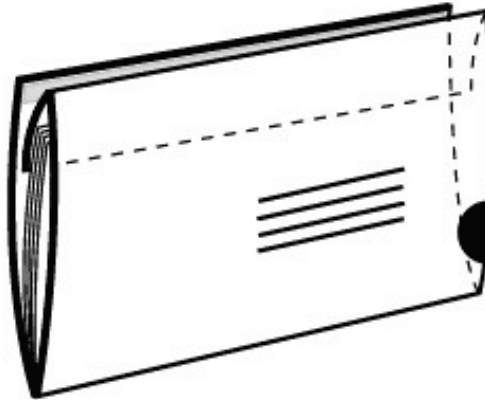
External Flap

Addressed side of the cover extends over all



pages on the back to create a flap.
 Flap length: at least 1.5" wide when measured down from the top edge. May be longer, but cannot be closer than 1-inch from bottom edge.
 Flap attaches to the outside of the nonaddressed side of the cover.
 Seal with a continuous glue line as described in 3.11h, and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches.

Internal Flap



Addressed side of the cover extends over internal pages to create a flap.
 Flap length: at least 1.5" wide when measured down from the top edge.
 Flap attaches to the inside of the non-addressed side of the cover.
 Seal with a continuous glue line as described in 3.11h, and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches.

HEAVY WEIGHT SIMPLE SPINE BOOKLETS

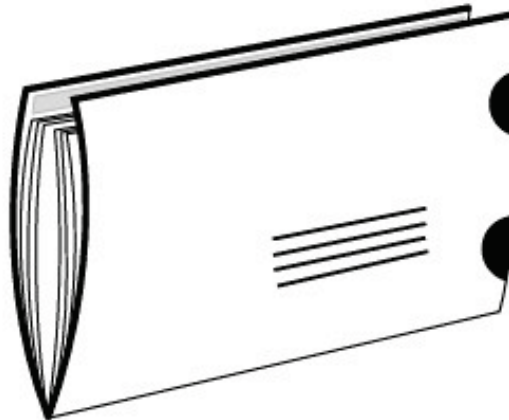
Weight—over 1.6 ounces up to 3 ounces

Maximum height—6 inches

Maximum length—10.5 inches

Cover paper weight—70-pound paper unless otherwise noted: see [Exhibit 3.2](#)

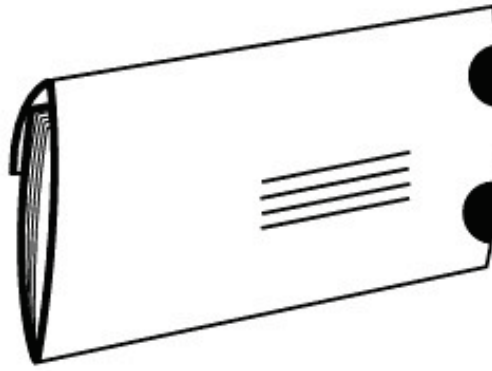
Cover-to-Cover



Cover extends no more than 5/8 inch beyond inner pages.
 Seal with a continuous glue line as described in 3.11h and two 1.5" nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge.

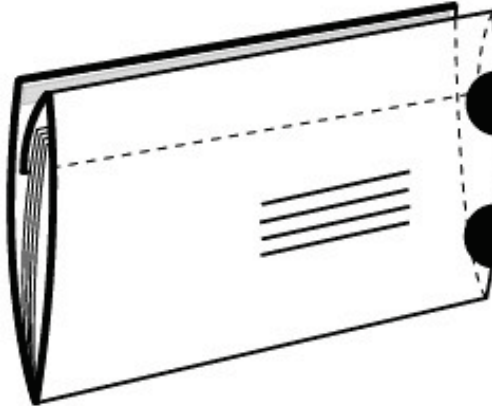
External Flap

Addressed side of the cover extends over all



pages on the back to create a flap.
 Flap length: at least 1.5" wide when measured down from the top edge. May be longer, but cannot be closer than 1 inch from bottom edge.
 Flap attaches to the outside of the nonaddressed side of the cover.
 Seal with a continuous glue line as described in 3.11h and two 1.5" nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge.

Internal Flap



Addressed side of the cover extends over internal pages to create a flap.
 Minimum flap length: at least 1.5" wide when measured down from the top edge.
 Flap attaches to the inside of the non-addressed side of the cover.
 Seal with a continuous glue line as described in 3.11h and two 1.5" nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge.

3.15.6 Wallet Style Booklets

[4-5-10] A spine forms the bottom edge. Wallet style booklets must be from 5.2 inches to 8 inches long, 4 inches high; can weigh up to 2.5 ounces; and must be sealed with nonperforated tabs. Tab size and placement are dictated by the weight of the booklet.

Exhibit 3.15.6 Wallet Style Booklets

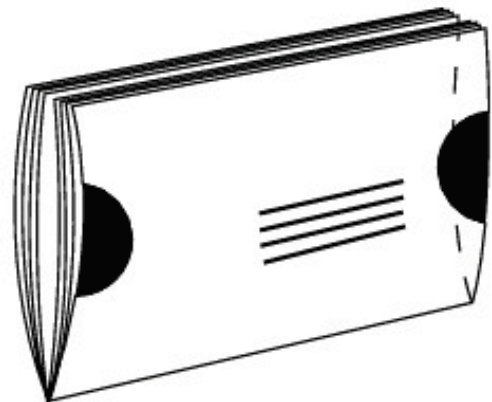
WALLET STYLE BOOKLETS

Maximum weight—2.5 ounces

Height—4 inches

Maximum length—5.2 to 8 inches

Cover paper weight—70-pound paper unless otherwise noted: see [Exhibit 3.2](#)



Cover:
 Entire booklet 60-pound paper, OR
 Cover 70-pound paper, inner pages 50-pound paper.
 Booklets up to 2 ounces: sealed with 1.5" nonperforated tabs placed 1-1/4" from bottom leading and trailing edge.
 Over 2 ounces: use 2" nonperforated tabs placed 3/4" from bottom leading and trailing edge.
 ±1/8" vertical tolerance for tab placement in both cases.

3.15.7 Oblong Booklets

[4-5-10] Oblong booklets have a spine on the leading (shorter) edge.

Exhibit 3.15.7 Oblong Booklets

OBLONG BOOKLETS

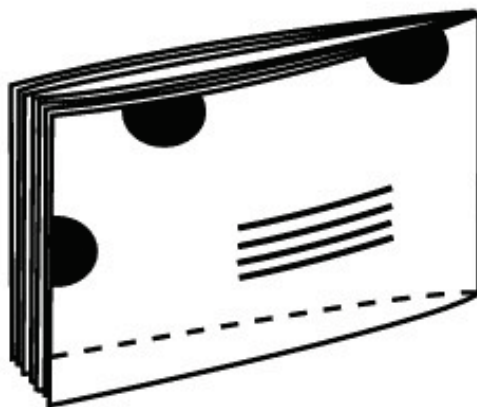
Maximum weight—3 ounces

Maximum height—6 inches

Maximum length—10.5 inches

Cover paper weight—70-pound paper unless otherwise noted: see Exhibit 3.2

All Tab



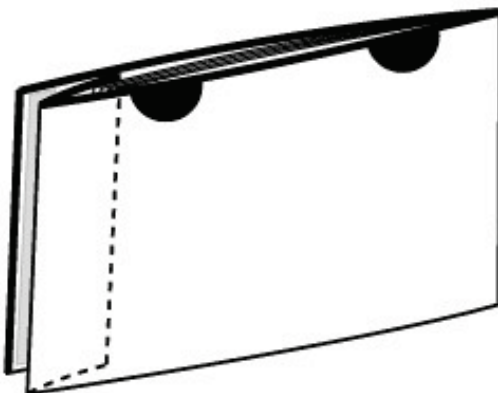
Cover:

5" to 9" long: 60-pound paper

Over 9" up to 10.5": 70-pound paper

Place two 1.5" nonperforated tabs on the top edge and one tab on trailing edge. Position top tabs 1-inch from left and right edges. Position one 1.5" nonperforated tab in the middle of the trailing edge.

Internal Flap



Cover:

5" to 9" long 60-pound paper

Over 9" up to 10.5" 70-pound paper

The front OR back cover sheet is extended on the trailing edge and folded over the non-recessed internal pages. The flap is sealed inside the opposite cover sheet with glue. Extended front and back covers are not allowed with glue line seals.

Seal with a continuous glue line as described in 3.11h. Place two 1.5" nonperforated tabs on the top edge 1-inch from the leading and trailing edges.

3.15.8 Folded Booklets

[6-7-10] [4-5-10] Folded booklets are mailpieces that are bound and then folded to letter-size. The folded spine may be the leading edge or at the top of the booklet. If necessary, the booklet may be prepared with the spine as the trailing edge, however, this configuration is not recommended. The cover is at least 40-pound paper. Folded booklets must be sealed with nonperforated 1.5" tabs.

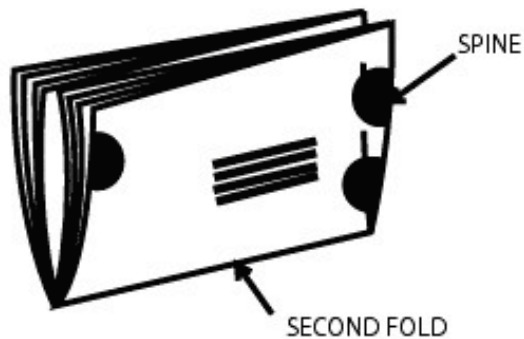
Exhibit 3.15.8 Folded Booklets

FOLDED BOOKLETS

Maximum weight—3 ounces

Maximum height—6 inches

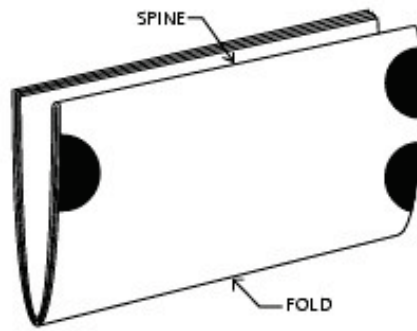
Maximum length—10.5 inches unless noted



Vertical Spine

Cover paper weight—40-pound paper

Two 1.5" nonperforated tabs on leading edge and one tab on trailing edge. Position upper tabs within 1-inch from the top edge. Position lower leading tab 0.5 inch from the bottom edge.



Horizontal Spine

Cover paper weight up to 9" L = 50lb;
over 9" L up to 10.5" = 60lb
Tabs up to 2oz = 1.5" nonperforated tabs;
over 2oz = 2" nonperforated tabs
Spine at top on address-side panel
Place one tab on the leading and trailing edge
within 1" from the top; position one tab on the
lower leading edge 0.5" from the bottom.