



Flats

The Postal Service uses the words "flats" to refer to large envelopes, newsletters, and magazines. The words are interchangeable. Whatever you call them, flats must:

- Have one dimension that is greater than 6-1/8 inches high OR 11-1/2 inches long OR 1/4 inch thick.
- Be no more than 12 inches high x 15 inches long x 3/4 inch thick.

The maximum size for a flat provides plenty of room to put lots of material in the envelope. But keep in mind that many factors affect the price of a flat such as weight, shape and rigidity. Flats branch off into a few different categories:

parcel post

A parcel is an *envelope, flat or box* that weighs less than 13oz and is rigid or indicates that it should not be bent. For instance, if a photograph were placed in a flexible envelope but labeled "fragile", it would receive parcel postage, rather than postage for a flat.

priority mail

Any envelope, flat or box weighing more than 13oz must have priority postage. Priority mail guarantees delivery in at least 3-5 business days and is required to use special services such as Delivery Confirmation. Flat rate boxes are also available for this service.

media mail

Media Mail (formerly "book rate") is generally used for books (at least eight pages), film, and printed materials including but not limited to music, test materials, sound recordings, scripts, printed educational charts, medical information, and computer-readable media. Advertising restrictions apply.

library mail

The United States Post Office provides this service for mailing items on loan from or mailed between academic institutions, public libraries, museums, and other qualified organizations in 2 to 8 days. Content is limited to books, sound recordings, academic theses, and certain other items.

For questions or help about designing your department's mailpieces, or about these requirements, please contact Western Oregon University Mail Services at 88-383.