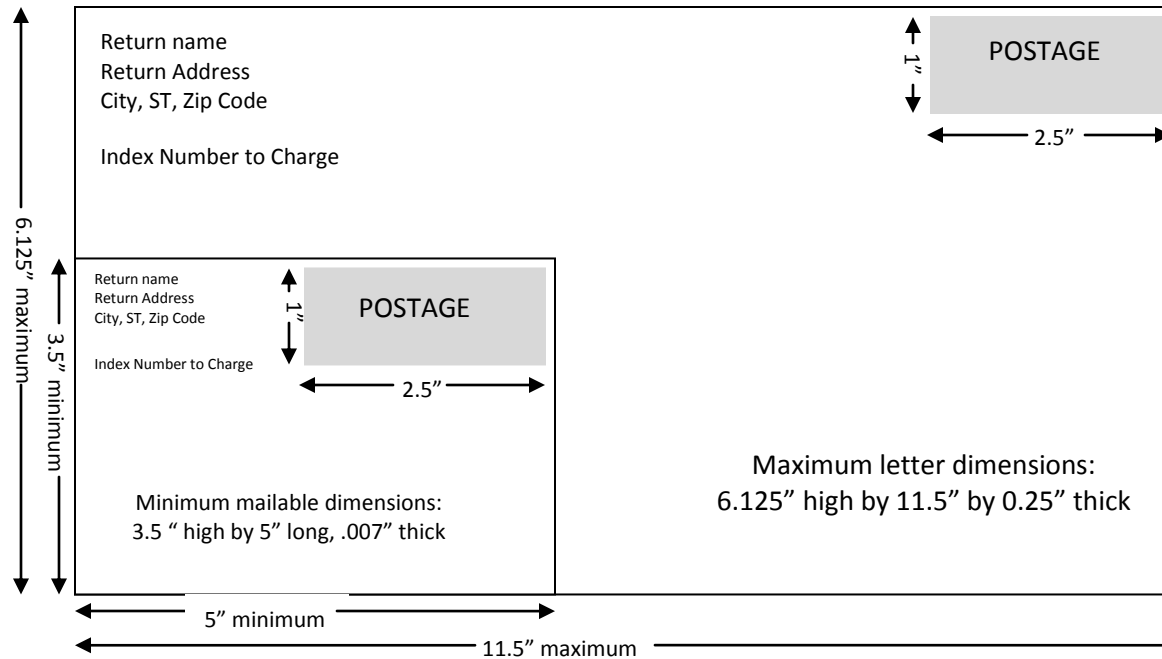


Letters



You probably have a picture in your mind of what a "letter" is. Possibly you're using a standard No. 10 envelope for your letter, so that's easy to picture. However, if you decide to create a mailpiece with its own special envelope or if you are designing a piece that will be folded to letter-size, be sure to keep in mind the minimum and maximum measurements for mailpieces.

First-Class Mail letters that have one or more nonmachinable characteristics will pay a nonmachinable surcharge. Such characteristics include, but are not limited to:

- Envelope is not made of paper (windowed envelopes are allowed)
- Envelope is not to aspect ratio of between 1.3 and 2.5. Letters that are within the dimensions of the above graphic, but noth within aspect ratio are considered non-machinable.
- Envelope contains something rigid

Customers can be unpleasantly surprised that they must pay extra postage when, for example, they mail a square greeting card. The Postal Service charges extra postage because mailpieces that are rigid, square, or unusually shaped, often jam postal equipment and are difficult to process. This costs the Postal Service time and money—and may ruin your mailpiece.

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