

## **GUIDELINES FOR ALL OUTGOING POSTAGE MAIL**

### **Pre-Sort First Class Letters**

- All standard size letters must be no larger than 9" long by 6" tall, no thicker than ¼ inch, and no heavier than 2oz.
- All unsealed letters should be nested and bundled neatly with a mailing index card attached.
- All sealed and unsealed letters should be kept separate and bundled separate with index cards attached to each individual bundle.
- Address should be complete and centered in the middle of the envelope and must also be typed in a standard type-face --- Hand written mail will be sent at a First Class Rate.
- All contents must be folded neatly with the complete address visible in the window of the envelope (if applicable), with the flap able to be fully closed.
- Only white envelopes are Pre-Sortable, all manila envelopes will be subject to First-Class rates.
- Pre-Sort rates only apply to domestic addresses, any international mail should be separated and labelled as such for additional postage.

### **First Class Letters**

- All standard size letters must be no larger than 11.5" long by 6.125" tall, no thicker than ¼ inch, and no heavier than 3oz.
- All unsealed letters should be nested and bundled neatly with a mailing index card attached.
- All sealed and unsealed letters should be kept separate and bundled separate with index cards attached to each individual bundle.
- All contents must be folded neatly with the complete address visible, with the flap able to be fully closed.
- All international letters should be marked as such so correct postage may be affixed.

### **All Large Envelope Mail (Flats)**

- Large envelope mail shall be no larger than 15" long by 12" tall, no thicker than ¾ inch, and no heavier than 13oz.
- All large envelopes must be sealed as our machines cannot seal these.
- All large envelopes and flats must be bundled with a mailing index card attached.
- All contents must be able to bend or flex or shall be classified under package rates.

### **Packages**

- Anything exceeding the flats dimensions, or anything unbendable will be sent under this rate. (i.e. large boxes, any large envelopes weighing over 13oz, unbendable letters, padded envelopes, etc...)
- Packages must be completely, and securely, sealed for transport through the USPS system.

