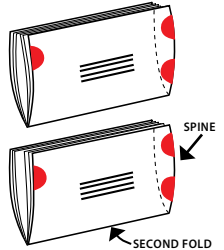
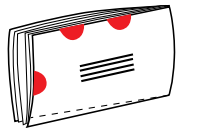


U.S. Postal Service tabbing requirements for booklets and self mailers

Effective September 8, 2009, each mailpiece must be sealed with three, 1½-inch, non-perforated tabs and positioned as illustrated and specified below. The previous requirement was two, one-inch tabs. Non-compliant mailpieces will be charged higher postage rates.

location of spine or final fold	length of mail piece	stock weight	number and position of tabs	
	spine or final fold on bottom (longer) edge	5" to 9" >9" up to 10½"	50-lb cover 60-lb cover	Leading edge: 2 Trailing edge: 1 Place lower leading tab ½" from bottom edge, upper tabs 1" from top edge.
	final fold on bottom edge, with folded spine on either leading or trailing (shorter) edge	5" to 10½"	40-lb cover	
	spine on leading (shorter) edge	5" to 9" >9" up to 10½"	60-lb cover 70-lb cover	Top edge: 2 Trailing edge: 1 Place top tabs 1" from left and right edges, trailing tab in middle