SHARE MAIL™ LAYOUT GUIDELINES

ENVELOPE DIMENSIONS

Length:	5" – 11½"	**Height:**	3½" – 6⅛"

Thickness: .009" – .25"

Weight: Combined envelope + insert ≤ one ounce

Aspect Ratio: 1.3 – 2.5 *(Length divided by height)*

Shape: Rectangular (No square envelopes)

Paper Weight: 40 lb. book-grade paper minimum

Paper: Non-glossy only. White paper is preferred; pastels acceptable. No dark colors; no reverse printing

ADDITIONAL STANDARDS

Wraps & Closures: No poly wrapping, poly bagging, or shrink wrapping; no clasps, strings, buttons, or similar closure devices or protrusions that damage the mail or mail processing equipment.

Enclosed Items: Rigid odd-shaped items (e.g. pens, keys, etc.) are prohibited. Odd-shaped items (e.g. coins, tokens, etc.) are **only** permitted if firmly affixed to and wrapped within the contents of the mailpiece. Reasonably flexible items (e.g. gift cards, credit cards, etc.) are permitted.

Flexibility Standards: The contents must bend easily when subjected to a transport belt tension of 40 lbs. around an 11"-diameter drum.

POSTCARD DIMENSIONS

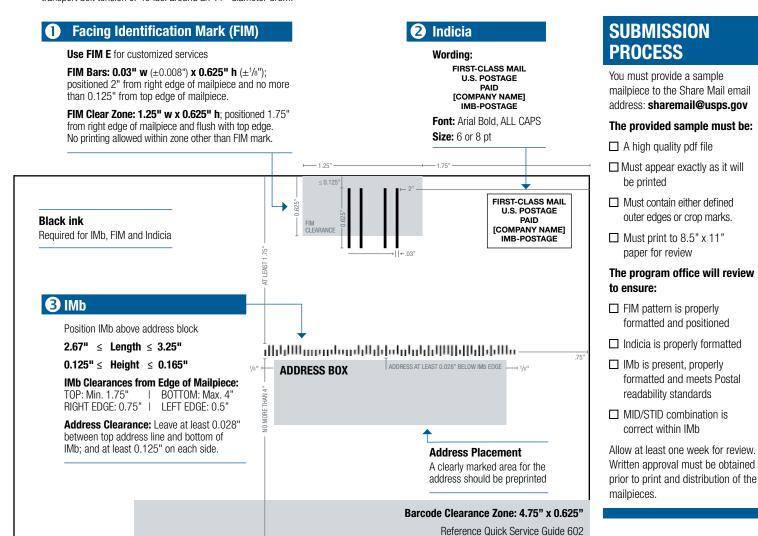|			
Length:	5" – 6"	**Height:**	3½" – 4¼"

Thickness: .009" – .016"

Aspect Ratio: 1.3 – 2.5 *(Length divided by height)*

Paper: Non-glossy paper

ADDITIONAL STANDARDS

- The address side of the card **must be divided** into a right portion and a left portion, with or without a vertical grayscale rule. The left portion is the message area.

- The right portion contains the delivery address, postage and USPS markings or endorsements. This portion must be at least 2.13" wide measured from the right edge.

- If lines are used on the right side of the card to identify where the address should be written, they should be in a grayscale.

- **ID tag clearance:** On the non-addressed side of mailpiece, leave a clear zone measuring 14 mm high x 118 mm wide from the lower left corner of the mailpiece.

❶ Facing Identification Mark (FIM)

Use FIM E for customized services

FIM Bars: 0.03" w (±0.008") **x 0.625" h** (±⅛"); positioned 2" from right edge of mailpiece and no more than 0.125" from top edge of mailpiece.

FIM Clear Zone: 1.25" w x 0.625" h; positioned 1.75" from right edge of mailpiece and flush with top edge. No printing allowed within zone other than FIM mark.

❷ Indicia

Wording:

FIRST-CLASS MAIL
U.S. POSTAGE
PAID
[COMPANY NAME]
IMB-POSTAGE

Font: Arial Bold, ALL CAPS

Size: 6 or 8 pt

Black ink
Required for IMb, FIM and Indicia

FIRST-CLASS MAIL
U.S. POSTAGE
PAID
[COMPANY NAME]
IMB-POSTAGE

❸ IMb

Position IMb above address block

2.67" ≤ Length ≤ 3.25"

0.125" ≤ Height ≤ 0.165"

IMb Clearances from Edge of Mailpiece:
TOP: Min. 1.75" | BOTTOM: Max. 4"
RIGHT EDGE: 0.75" | LEFT EDGE: 0.5"

Address Clearance: Leave at least 0.028" between top address line and bottom of IMb; and at least 0.125" on each side.

ADDRESS BOX

ADDRESS AT LEAST 0.028" BELOW IMb EDGE

Address Placement

A clearly marked area for the address should be preprinted

Barcode Clearance Zone: 4.75" x 0.625"

Reference Quick Service Guide 602
http://pe.usps.com/text/qsg300/Q602.htm#1009536

SAMPLE MAILPIECE: 6" X 4"

ASPECT RATIO: 1.5 *(Length divided by height)*

IMb Parameters

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

For details on how to create an IMb:
https://ribbs.usps.gov/index.cfm?page=intelligentmail

Barcode ID:	Service Type ID:	Mailer ID:	Serial Number:	Routing ZIP Number:
00	Static: 734 Unique: 733	6 digits assigned by Alternate Postage Program Office	9 digit static value **OR** 9 digit unique value	NULL