

August 10, 2009

TABBING REGULATION CHANGE

As your mail partner, keeping you current with postal changes is our service commitment to you. The United States Postal Service (USPS) is changing their tabbing regulations for booklet mailers. The details of this change are outlined below.

Background

The USPS currently defines a booklet as:

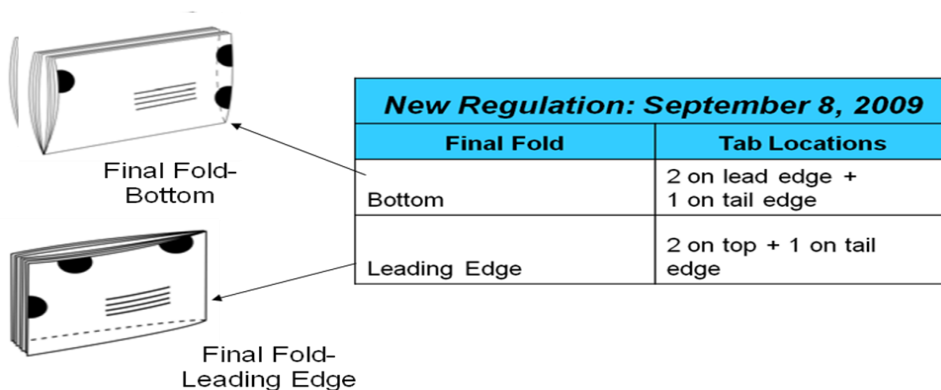
- Multiple sheets permanently fastened with stitching or gluing
- Always required tabbing
- Sized 6.125" x 11.5" or smaller
- 3 oz maximum weight
- 0.25" maximum thickness

Summary of Changes

- **Effective Date:** September 8, 2009
- The new booklet guidelines will affect the design of your future pieces
- Not following the USPS' new regulations will result in a minimum surcharge of \$0.22 per piece

The charts below show current versus new regulations. The key changes include smaller mail pieces, larger tabs, more tabs, and specific fold and tab locations.

Characteristic	Current Regulation	New Regulation: September 8, 2009
Max Height	6.125"	6"
Max Length	11.5"	10.5"
Final Fold/Bind Options	Bottom, top or lead edge	Bottom or lead edge
Tab Size	Min 1"	Min 1.5"



Your FulfillNet team is here to make your mail campaign a success. We are happy to review proofs of your mail piece before it is printed to be sure it meets the new USPS tabbing guidelines.

Thank you for choosing us for your mailing and fulfillment needs. If you have questions about this change, please contact your FulfillNet Representative below:

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