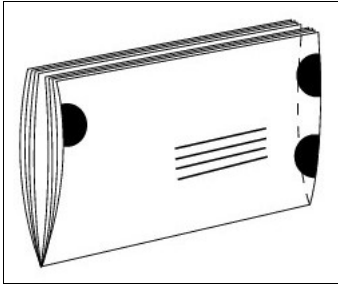
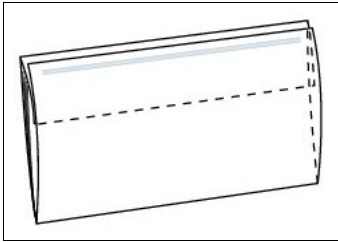
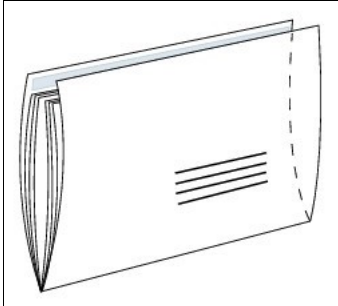
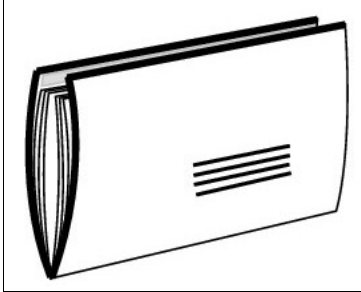
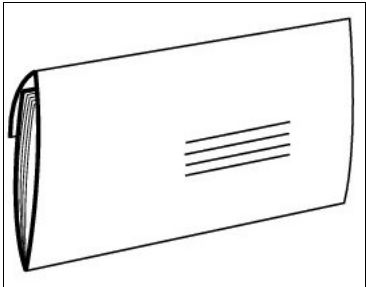
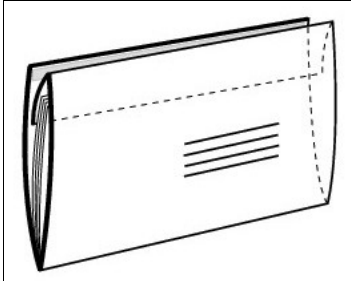


## Important Notes:

- Booklets are mail pieces that contain multiple sheets that are bound together and meet specified sizes as defined below
- When determining the tabbing or gluing requirements for booklets pay particular attention to the basis weight of the paper
- Tabs are required to be at least 1.5" in diameter and cannot be perforated

<b>SIMPLE SPINE BOOKLETS</b> Max weight—3 ounces   Max height—6 inches   Max length—9.5 inches unless noted Cover paper weight—70-pound paper unless noted: see <a href="#">Exhibit 3.2</a> in Domestic Mail Manual	
<b>Basic</b> 	Cover: 5" to 9" long at least 50-pound paper  Over 9" up to 10.5" at least 60-pound paper  Place one tab on the leading and trailing edge within 1" from the top; position one tab on the lower leading edge 0.5" from the bottom. Use nonperforated 1.5" tabs.
<b>Internal Flap</b> 	Cover: Minimum 80-pound paper  Extended front folded over enclosed pages to create a nonperforated inner flap. Flap sealed inside of back cover.  Seal with a continuous glue line along flap as described in 3.11g (preferred), or 1-inch glue spots as described in <a href="#">3.11f</a> .
<b>Cover-to-Cover</b> 	Cover: Minimum 80-pound paper  Cover extends no more than 5/8 inch beyond inner pages.  Seal with a continuous glue line along extended cover as described in 3.11g (preferred), or with 1-inch glue spots as described in <a href="#">3.11f</a> .

**LIGHTWEIGHT SIMPLE SPINE BOOKLETS**  
 Max weight—0.8 ounce | Max height—6 inches | Max length—10.5 inches  
 Cover paper weight—70-pound paper unless noted: see [Exhibit 3.2](#)

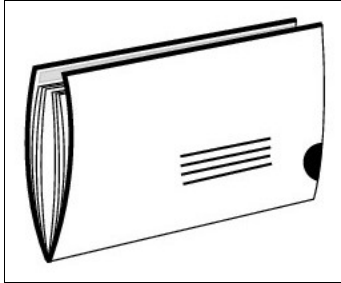
<p style="text-align: center;"><b>Cover-to-Cover</b></p> 	<p>Cover extends no more than 5/8 inch beyond inner pages.                  Seal with a continuous glue line as described in <a href="#">3.11h</a>.</p>
<p style="text-align: center;"><b>External Flap</b></p> 	<p>Addressed side of the cover extends over all pages on the back to create a flap.                  Flap length: at least 1.5" wide when measured down from the top edge. May be longer, but cannot be closer than 1-inch from bottom edge.</p> <p>Flap attaches to the outside of the nonaddressed side of the cover.</p> <p>Seal with a continuous glue line as described in <a href="#">3.11h</a>.</p>
<p style="text-align: center;"><b>Internal Flap</b></p> 	<p>Addressed side of the cover extends over internal pages to create an inside flap.                  Flap length: at least 1.5" wide when measured down from the top edge.</p> <p>Flap attaches to the inside of the nonaddressed side of the cover.</p> <p>Seal with a continuous glue line as described in <a href="#">3.11h</a>.</p>

## MID-WEIGHT SIMPLE SPINE BOOKLETS

Weight—over 0.8 ounce up to 1.6 ounces | Max height—6 inches | Max length—10.5 inches

Cover paper weight—70-pound paper unless noted: see [Exhibit 3.2](#)

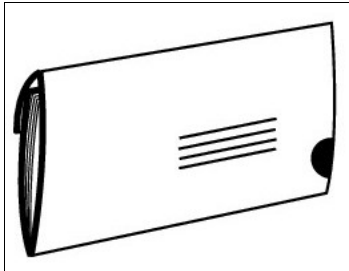
### Cover-to-Cover



Cover extends no more than 5/8 inch beyond inner pages.

Seal with a continuous glue line as described in 3.11h, and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches.

### External Flap



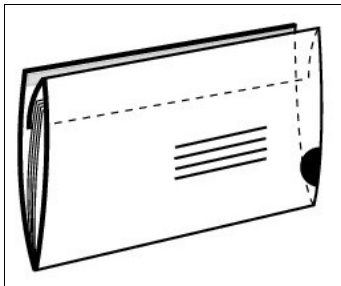
Addressed side of the cover extends over all pages on the back to create a flap.

Flap length: at least 1.5" wide when measured down from the top edge. May be longer, but cannot be closer than 1-inch from bottom edge.

Flap attaches to the outside of the nonaddressed side of the cover.

Seal with a continuous glue line as described in 3.11h, and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches.

### Internal Flap



Addressed side of the cover extends over internal pages to create a flap.

Flap length: at least 1.5" wide when measured down from the top edge.

Flap attaches to the inside of the non-addressed side of the cover.

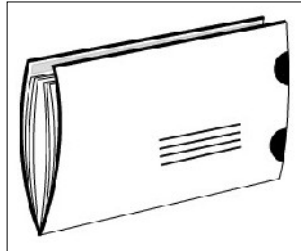
Seal with a continuous glue line as described in 3.11h, and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches.

## HEAVY WEIGHT SIMPLE SPINE BOOKLETS

Weight—over 1.6 ounces up to 3 ounces | Max height—6 inches | Max length—10.5 inches

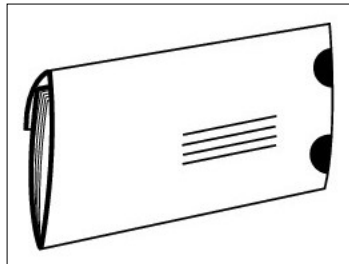
Cover paper weight—70-pound paper unless otherwise noted: see [Exhibit 3.2](#)

### Cover-to-Cover



Cover extends no more than 5/8 inch beyond inner pages.  
Seal with a continuous glue line as described in 3.11h and two 1.5" nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge.

### External Flap

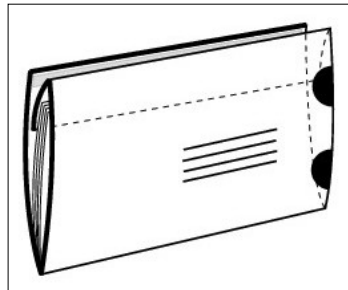


Addressed side of the cover extends over all pages on the back to create a flap.  
Flap length: at least 1.5" wide when measured down from the top edge. May be longer, but cannot be closer than 1 inch from bottom edge.

Flap attaches to the outside of the nonaddressed side of the cover.

Seal with a continuous glue line as described in 3.11h and two 1.5" nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge.

### Internal Flap



Addressed side of the cover extends over internal pages to create a flap.  
Minimum flap length: at least 1.5" wide when measured down from the top edge.

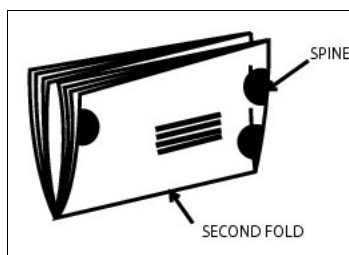
Flap attaches to the inside of the non-addressed side of the cover.

Seal with a continuous glue line as described in 3.11h and two 1.5" nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge.

## FOLDED BOOKLETS

Max weight—3 ounces | Max height—6 inches | Max length—10.5 inches unless noted

Cover paper weight—40-pound paper

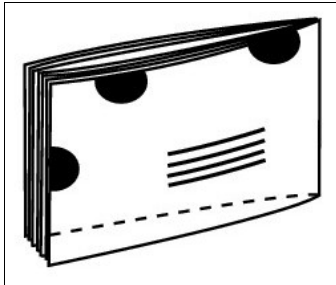


Two 1.5" nonperforated tabs on leading edge and one tab on trailing edge. Position upper tabs within 1-inch from the top edge. Position lower leading tab 0.5 inch from the bottom edge.

## OBLONG BOOKLETS

Max weight—3 ounces | Max height—6 inches | Max length—10.5 inches

### All Tab

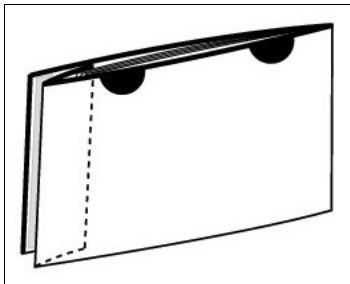


Cover:  
5" to 9" long: 60-pound paper

Over 9" up to 10.5": 70-pound paper

Place two 1.5" nonperforated tabs on the top edge and one tab on trailing edge. Position top tabs 1-inch from left and right edges. Position one 1.5" nonperforated tab in the middle of the trailing edge.

### Internal Flap



Cover:  
5" to 9" long 60-pound paper

Over 9" up to 10.5" 70-pound paper

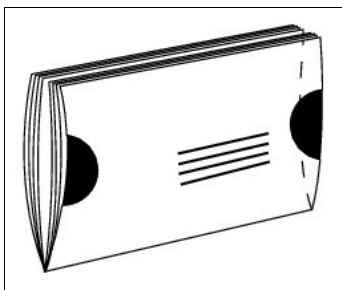
The front OR back cover sheet is extended on the trailing edge and folded over the non-recessed internal pages. The flap is sealed inside the opposite cover sheet with glue. Extended front and back covers are not allowed with glue line seals.

Seal with a continuous glue line as described in 3.11h. Place two 1.5" nonperforated tabs on the top edge 1-inch from the leading and trailing edges.

## WALLET STYLE BOOKLETS

Max weight—2.5 ounces | Height—4 inches | Max length—5.2 to 8 inches

Cover paper weight—70-pound paper unless otherwise noted: see [Exhibit 3.2](#)



Cover:  
Entire booklet 60-pound paper, OR

Cover 70-pound paper, inner pages 50-pound paper.

Booklets up to 2 ounces: sealed with 1.5" nonperforated tabs placed 1-1/4" from bottom leading and trailing edge.

Over 2 ounces: use 2" nonperforated tabs placed 3/4" from bottom leading and trailing edge.

±1/8" vertical tolerance for tab placement in both cases.

Source: <http://pe.usps.gov>