

Non-Envelope Mail

Unenveloped letter-size mail pieces, i.e. tri-fold newsletters, flyers, questionnaires, need to be tabbed (secured from opening using a small round wafer seal or tab) to assist the USPS with faster and better handling of your mail.

Today's mail environment is highly technical, utilizing high-speed optical character readers among many other automated systems. Untabbed mail pieces cause jamming by fanning out as they travel through the USPS processing equipment, resulting in damaged or destroyed mail, and thus mail not delivered.

Proper placement of these tabs or wafer seals is as follows:

- Using one tab or wafer seal:
 1. The folded edge is at the bottom.
 2. Place at the top in the middle covering a little of the front and back per example:



3. Minimum paper weight for single sheet folded, 28 lbs.
 4. Minimum paper weight for 2 or more sheets together, 24 lbs.
 5. Double postcard (also can be tabbed on either open end).
- Using two tabs or wafer seals:
 1. The open end is on the bottom.
 2. Place tabs on the bottom covering a little of the front and back per example:



3. The seals must be placed within one inch from the right and one inch from the left.

Other forms of securing, such as stapling, are discouraged, causing jam-ups in USPS equipment and hand injuries to workers. Even scotch tape can be a problem because of inconsistent placement that could extend into the barcode area, thus preventing proper mail identification.