

## USPS Update on Address Placement for Flat-Sized Mail

Effective March 29, 2009, all flat-sized mail will need to have the address placed in the upper half of the mail piece as shown in the example below.

The dimensions of a flat-sized mail piece range from a minimum size of 6-1/8" high and 11-1/2" long to a maximum size of 12" high and 15" long. The thickness can be up to 3/4", but no thinner than 1/4".

For detailed information, please refer to:

<http://www.usps.com/nationalpcc/ppt/FSSMailingIndustry.ppt> or contact Mail Services at 556-5655.

- **Standard Destination Address Block**

The entire delivery address must be within the top half of the mailpiece. The "top" of the mailpiece is either of the shorter edges. Optimal placement is at the top edge (while maintaining the 1/8" clearance requirement). If a vertical address will not fit entirely within the top half, the address may cross the midpoint if it is placed within 1" of the top edge.

