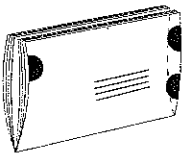
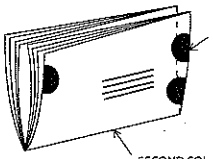
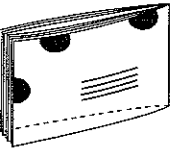
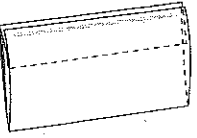


Physical Standards for Booklets

Booklets must be:

- a. Height: not more than 6" or less than 3.5" high. (Until 9-8-09 max. is 6-1/8")
- b. Length: not more than 10.5" or less than 5" long. (Until 9-8-09 max. length is 11.5")
- c. Thickness: not more than 0.25" or less than 0.009" thick. (Until 9-8-09 min. thickness for piece 4.25" x 6" or less is .007")
- d. Weight: not more than 3 oz.
- e. Aspect ratio: within 1.3 to 2.5 (length divided by height).

Booklet Design Exhibit effective 9-8-09. (See DMM 201.3.14.2 for current regulations.)

If the spine or final fold is...	And the length is...	The cover stock must be at least...	Mailers must seal the piece with...	And place the tabs in these locations...
 <p>Spine or fold on the bottom (longer) edge</p>	<p>5" to 9" long</p> <p>Over 9", up to 10.5" long</p>	<p>50-pound</p> <p>60-pound</p>	<p>Three 1.5" non-perforated tabs</p>	<p>Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs 1 inch from the top edge.</p>
 <p>Final fold on the bottom (longer) edge, with the folded spine on the leading or trailing (shorter) edge</p>	<p>5" to 10.5" long</p>	<p>40-pound</p>	<p>Three 1.5" non-perforated tabs</p>	<p>Folded Booklet Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs 1 inch from the top edge.</p>
 <p>Spine on the leading (shorter) edge</p>	<p>5" to 9" long</p> <p>Over 9", up to 10.5" long</p>	<p>60-pound</p> <p>70-pound</p>	<p>Three 1.5" non-perforated tabs</p>	<p>Two tabs on top edge; one tab on trailing edge. Position top tabs 1 inch from left and right edge. Position trailing tab in the middle.</p>
 <p>Spine on bottom (longer) edge, non-perforated inner flap on top (upper) edge</p>	<p>5" to 9.5" long</p>	<p>80-pound</p>	<p>Continuous glue line or glue spots</p>	<p>Perfect bound or saddle stitched with continuous glue line along flap preferred, minimum 1 inch glue spots acceptable if placed within 3/4 inch of right and left edges.</p>