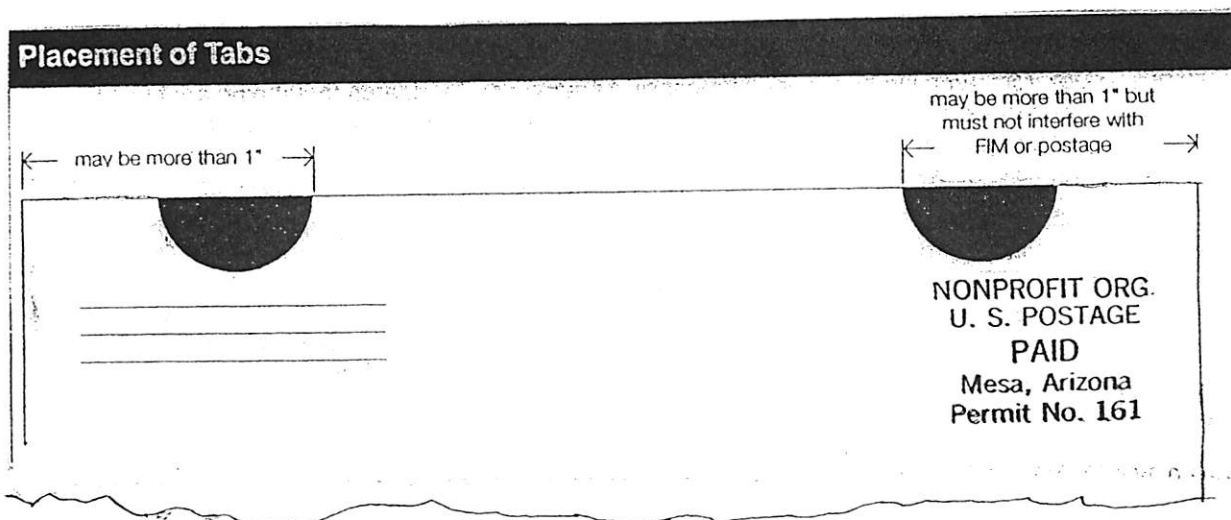


Mail Alert – “New” USPS Tabbing Requirements

Effective Immediately: “No Staples” – use **Mailing Tabs** “Only”

As of September 8, 2009, the US Post Office has new tabbing requirements for Standard-3rd-Class Bulk Mailings. “Mailing Tabs” “**not staples**” **MUST** be used to “close” ALL bulk mailings. The “only” **acceptable** mailing tab is a 1 ½” Round, Self-adhesive, Clear, Permanent, Label/Tab and is available at MDC. **Stock No: 7501135 for \$26.93/12,500Roll**. The mail tabs are **placed** on the “**TOP**”, 1” from each edge. Use mail tabs on the side edges for additional security if necessary.

All mail pieces **MUST** also have the **folded edge** on the **bottom** and be **parallel** to the longest length and address of the mail piece.



Tabs	2 (start \leq 1 inch from edges)
Spine	Bottom
Sheets	Multiple w/ Cover
Basis Weight	20 lb. (Cover)

