Customer Service/Prepress Mailing Cheat Sheet

Mailing Size

Postcard

Min 3.5 in. x 5 in.

Max 4.25 in. x 6 in.

Letter

Min 3.5 in. x 5 in.

Max 6.125 in. x 11 in.

Flat

Min 6.125 in. x 11 in.

Max 13 in. x 11 in.

Rates

Standard Presort > 200 pieces

PRESORTED STANDARD U.S. POSTAGE PAID PERMIT #312 SAN JOSE, CA

Indicia 3

First Class Single Piece 200 - 500 pieces

FIRST CLASS MAIL SINGLE PIECE U.S. POSTAGE PAID PERMIT #312 SAN JOSE, CA

Indicia 2

First Class Presort >500 pieces

PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE
PAID
PERMIT #312
SAN JOSE, CA

Indicia 1

Mailing Area

The Address block on your postcard should be white and is as per the USPS guidelines shown.

