

Revised Standards for Folded Self-Mailers



January 5th, 2013

Revised Standards for Folded Self-Mailers

The effective date for Folder Self-Mailers (FSM) revised standards is January 5, 2013. The final rule Federal Register was published on December 1, 2011.

Additional FSM reference materials including graphic illustrations are on RIBBS under the Folded Self-Mailers web page at <https://ribbs.usps.gov/index.cfm?page=fsm>. Business Mail Entry employees and Mailpiece Design Analysts can also help answer questions on the revised FSM standards.

The revised standards are intended to provide mailers more mailpiece design options, while balancing design innovation and machinability to improve the overall supply chain. Although the revised standards are not effective until January 5, 2013, the Postal Service encourages mailers to begin the transition now.

Key points in the revised standards are conveniently illustrated in the following pages.

Basic Dimensions

Dimension

- Height – 3.5” to 6” max
- Length – 5” to 10.5” max

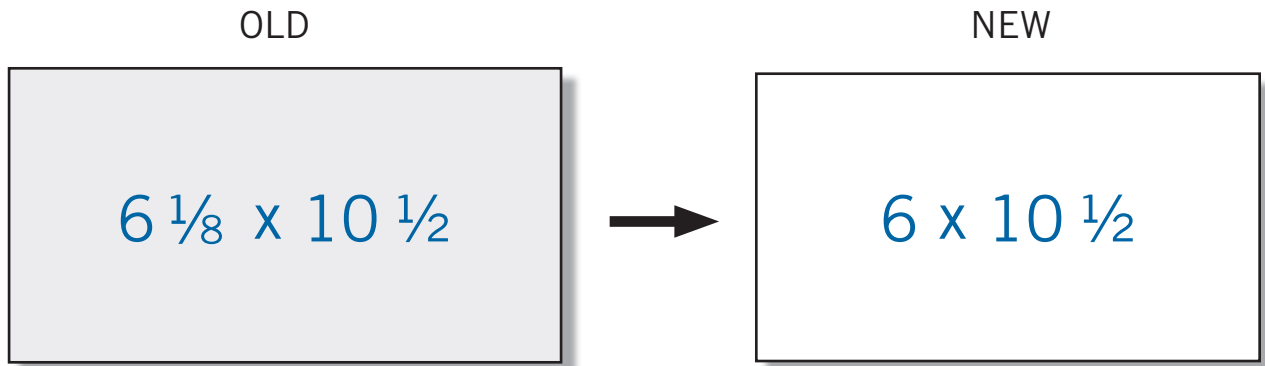
Weight

- Up to 3oz

Paper covered basis weight - Book grade (Text, Offset)

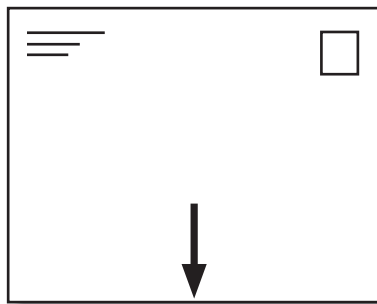
- Basic Folded Self-Mailer Design
 - 70lb min for 1oz mailpiece; 80lb over 1oz up to 3oz
- Optional elements added
 - Basis weight ranges from 80lb to 120lb
 - Basis weight increases when piece weights is over 1oz
- Newsprint paper allowed on quarter-fold design only
 - 55lb minimum paper, 1.5 inch tabs required

MAXIMUM SIZE



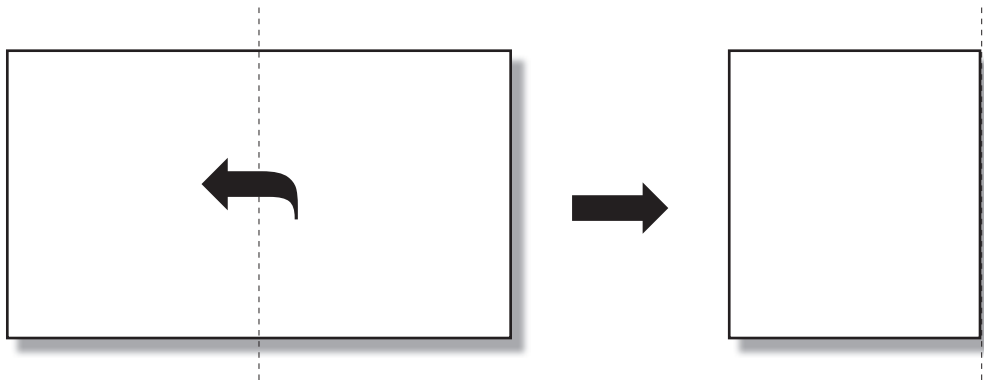
The maximum size will **DECREASE** from $6 \frac{1}{8} \times 11 \frac{1}{2}$ to $6 \times 10 \frac{1}{2}$

FINAL FOLD



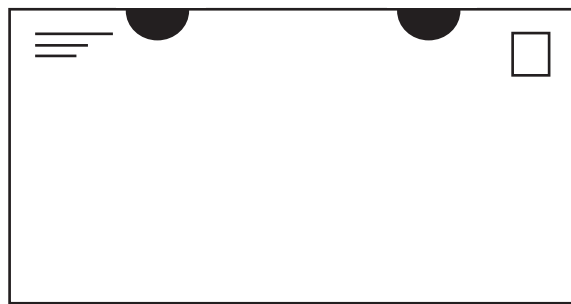
The final fold must be on the **BOTTOM**.

OBLONG PIECES



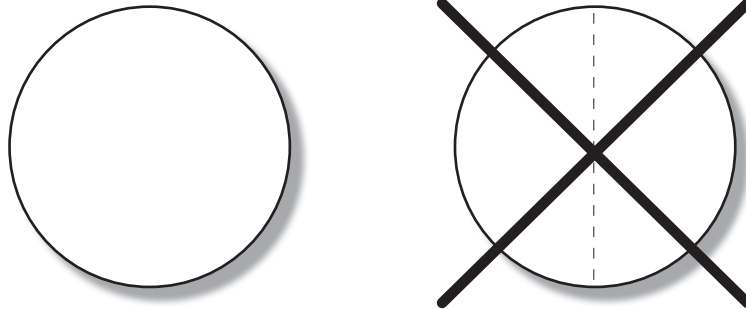
For oblong pieces with fold(s) vertical to the length of the letter, the final fold must be on the **LEADING EDGE**.

TABS



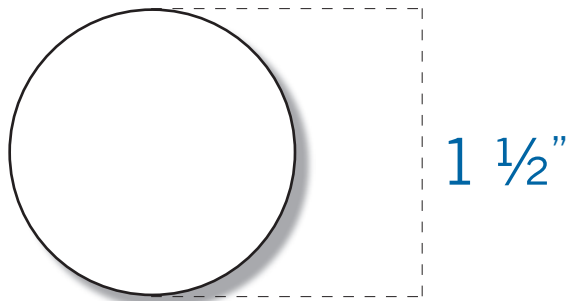
When tabs are used as the sealing method, a **MINIMUM OF TWO** are required. Tabs cannot be placed on the bottom edge of oblong peices.

TABS



Wafer seals and tabs must be **NON-PERFED**.

TABS



1 ½ INCH tabs are required when mailpiece weighs over **1 OUNCE**.

GLUE



CONTINUOUS GLUE LINE

1/8" wide to within 1/4"
of each edge



GLUE SPOTS

3/8" diameter

3-4 spots based on mailpiece
design and weight



ELONGATED GLUE LINE

1/8" W x 1/2" L or
1/4" W x 1/2" L or
1/8" W x 1" L

3-4lines based on mailpiece
design and weight

Adhesive or cohesive applied as a continuous line (preferred), glue spots or elongated glue lines should be placed **WITHIN 1/4"** of edge(s).

EXTRAS

New language added about a variety of optional elements that can be incorporated into a FSM design such as **ATTACHMENTS, LOOSE ENCLOSURES, PERFORATIONS, and DIE-CUTS.**