



520-623-0551

**U.S. POSTAL SERVICE  
BOOKLET TABBING REQUIREMENTS  
As of September 8, 2009**

**Booklets**

**3.15.1 Definition**

[9-8-09] Booklets must have a bound edge. Sheets that are fastened with at least two staples in the manufacturing fold (saddle stitched), perfect bound, pressed-glued, or joined together by another binding method that produces an end where pages are attached together are considered booklets. Booklets are open on three sides before sealing, similar in design to a book. In general, booklets must be uniformly thick. Large bound booklets that are folded for mailing qualify for automation and machinable prices if the final mailpiece remains nearly uniform in thickness.

**3.15.2 Paper**

[9-8-09] Booklet covers generally must be made with a minimum paper basis weight of 60-pounds or equivalent. Minimum basis weights are higher for some designs (see 3.15.4).

**3.15.3 Physical Standards for Booklets**

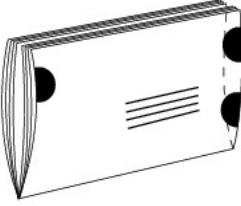
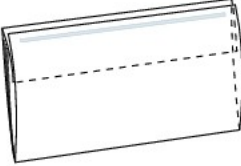
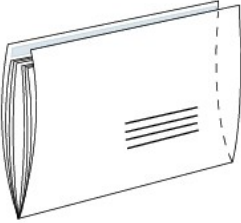
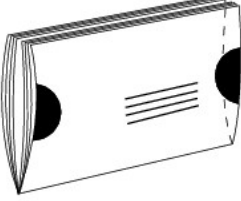
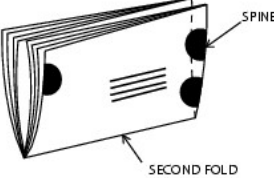
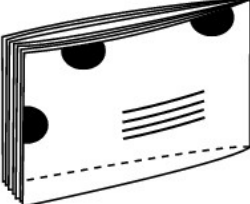
[9-8-09] Booklets must be:

- a. Height: not more than 6 inches or less than 3.5 inches high.
- b. Length: not more than 10.5 inches or less than 5 inches long. See [Exhibit 3.15.4](#) for some booklet designs with shorter maximum lengths.
- c. Thickness: not more than 0.25 inch or less than 0.009 inch thick.
- d. Weight: not more than 3 ounces.
- e. Aspect ratio: within 1.3 to 2.5 (see 3.1).

**3.15.4 Booklet Design and Sealing**

[10-5-09] [9-8-09] The position of the final fold and intermediate fold (or spine) for letter-sized booklets varies according to the specific design of the mailpiece. Open edges can be sealed with tabs, glue lines, or glue spots. Except for the simple spine wallet-style design with a height of 4 inches and a maximum length of 8 inches; tabs used as seals on the leading edge of small booklets less than 5 inches high, may be placed closer to the top and bottom edges than shown in [Exhibit 3.15.4](#) and may overlap in some cases. See [Exhibit 3.15.4](#) for design and sealing standards.

Exhibit 3.15.4 Booklet Design

If The Spine Or Final Fold Is...	Length	Cover Stock	Sealing	Tab In These Locations	
<b>Simple Spine</b> 	Spine or final fold on the bottom (longer) edge.	5" to 9" long Over 9", up to 10.5" long	50-pound 60-pound	Three 1.5" non-perforated tabs	Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs within 1 inch from the top edge.
<b>Simple Spine</b> 	Spine on bottom; longer front cover folded over inside pages to create a nonperforated inner flap sealed within top edge.	5" to 9.5" long	80-pound	Continuous glue line or glue spots	Perfect bound or saddle stitched, flap sealed inside, continuous glue line along flap preferred, minimum 1 inch glue spots acceptable if placed within 3/4 inch of right and left edges.
<b>Simple Spine</b> 	Spine on the bottom (longer) edge, Cover extends no more than 1/2 inch beyond inner pages.	5" to 9.5" long	80-pound	Continuous glue line or glue spots	Perfect bound or saddle stitched with a continuous glue line along the 1/2 inch cover overhang preferred, minimum 1 inch glue spots acceptable if placed within 3/4 inch of right and left edges.
<b>Simple Spine - Wallet Style</b> 	Saddle-stitched spine (two or more staples) on the bottom (longer) edge. 4" height only. Maximum Weight 2.5 ounces.	5.2" to 8" long	60-pound for cover and pages 70-pound cover with 50-pound pages	Two 1.5" or 2" non-perforated tabs	One tab on leading edge and one tab on trailing edge. Booklets up to 2 ounces: <ul style="list-style-type: none"> <li>• 1.5" tabs</li> <li>• 1-1/4" from bottom edge</li> </ul> Over 2 ounces up to 2.5 ounces: <ul style="list-style-type: none"> <li>• 2" tabs</li> <li>• 3/4" from bottom edge</li> </ul> ±1/8" vertical tolerance for tab placement for both tab sizes.
<b>Folded</b> 	Final fold on the bottom (longer) edge, with the folded spine on the leading or trailing (shorter) edge.	5" to 10.5" long	40-pound	Three 1.5" non-perforated tabs	Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs within 1 inch from the top edge.
<b>Oblong</b> 	Spine on the leading (shorter) edge.	5" to 9" long Over 9", up to 10.5" long	60-pound 70-pound	Three 1.5" non-perforated tabs	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