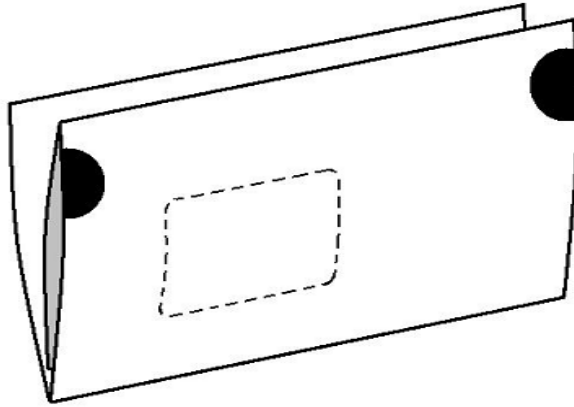
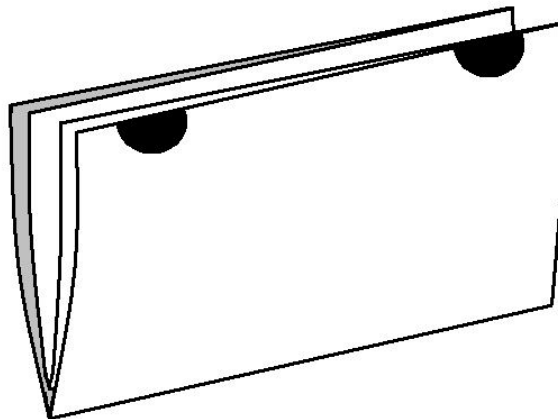


Tabbing Guidelines



General Rule: Standard tabbed mailings require one tab on the leading edge and one tab on the trailing edge within 1” of the adjacent edge(s). An illustration is shown above. Note that the paper is folded so the bottom edge is closed, ensuring that the piece will not snag during sorting.

Tabs must not interfere with recognition of the barcode, rate marking, postage identification, or required address information.



If using tabs along the top edge, tabs must also be within 1” from the adjacent edge(s).

For discounted postage, 70 pound paper is required for single sheet self mailers.

More information can be found on the [USPS website](#).