

Folded Booklet / Three-Tab Closure

8, 12, 16, or 20-page folded booklets — final mailability subject to USPS review



USPS closure notes for folded booklet setup

- Maximum booklet weight: 3 ounces. Maximum height: 6 inches. Maximum length: 10-1/2 inches. Maximum thickness: 1/4 inch.
- Folded booklets must be sealed with nonperforated 1-1/2 inch tabs. The cover must be at least 40-pound paper; 100-pound gloss book with AQ coating is Plavidian's standard for this format.
- The folded spine should be at the leading edge or at the top. A trailing-edge spine is allowed but not recommended by USPS.
- For the spine-at-top configuration shown: place one tab on the leading edge and one on the trailing edge, each within 1 inch of the top, and one tab on the lower leading edge 1/2 inch from the bottom (three tabs total).
- Tabs must be nonperforated and tight to the edge (1/4 inch placement variance allowed). Address, IMb / barcode, postage / indicia, folds, spine, and tab positions must all be reviewed before production.

Template is a planning guide, not a substitute for final USPS / DMM review or Plavidian mailpiece approval.