

Folded Self-Mailer Layout Review

Plavidian template — final mailability subject to USPS and production review

Top tab (within 1 in. of leading corner)

Top tab (within 1 in. of trailing corner)

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Add 3rd tab on lower leading edge, 1/2 in. from bottom, only if address panel is the final fold

Final fold (closed edge) at bottom — address must not cross a fold

Notes for folded self-mailer layout

- Address and IMb must be fully visible on one panel of the folded mailpiece. Neither may cross a fold or spine. The final fold must be on the bottom edge.
- Bi-fold and tri-fold self-mailers weighing up to 3 ounces: seal with two 1-1/2 inch nonperforated tabs on the top edge, one within 1 inch of the leading corner and one within 1 inch of the trailing corner.
- If the addressed panel is the final folded panel (or for quarter-fold pieces), add a third 1-1/2 inch nonperforated tab on the lower leading edge, 1/2 inch from the bottom.
- Tabs must be nonperforated and tight to the edge (no more than 1/16 inch overhang) and must not obscure the address or the barcode clear zone. Tab placement allows a 1/4 inch variance.
- Maximum dimensions: 6 inches high by 10-1/2 inches long by 1/4 inch thick. Heavier stocks and heavier pieces may require larger or additional tabs; confirm with production.

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