

**Related QSGs** [230c, First-Class Mail Automation Letters and Postcards](#)  
[240c, Standard Mail Automation Letters](#)  
[207e, Periodicals Barcoded \(Automation\) Letters](#)

**Overview** Letter-size mail and card-size pieces meeting the applicable automation standards are entitled to automation prices. This Quick Service Guide summarizes the standards for mail with 100% delivery point barcodes and mail without barcodes processed on USPS optical character readers (OCRs).

**Physical Standards** Must meet all physical standards in [201.3.0](#).

**(201.3.0, 708.4.0)** Aspect ratio from 1.3 to 2.5 ([201.3.7](#)).

Dimensions:

- Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick if not more than 4-1/4 inches high and 6 inches long; or 0.009 inch thick if more than 4-1/4 inches high or 6 inches long, or both.
- Maximum for cards at card rates: 4-1/4 inches high, 6 inches long, and 0.016 inch thick.
- Maximum for letters and other cards: 6-1/8 inches high, 11-1/2 inches long, 1/4 inch thick.
- Rectangular, with four square corners and parallel opposite sides. Letter-size, card-type mailpieces made of cardstock may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch).

Maximum Weight:

- First-Class Mail Presorted Machinable—3.3 ounces (0.2063 pound).
- First-Class Mail Automation—3.5 ounces (0.2188 pound).<sup>1</sup>
- Periodicals Barcoded (Automation)—3.5 ounces (0.2188 pound).<sup>1</sup>
- Standard Mail Automation—3.5 ounces (0.2188 pound).<sup>1</sup>
- Enhanced Carrier Route—3.5 ounces (0.2188 pound).<sup>1</sup>

1. Heavy letters over 3 ounces, if barcoded, must bear an address block delivery point barcode under [201.3.6](#), and be part of a 100% delivery point or Intelligent Mail barcoded mailing. Heavy letters must be prepared in a sealed envelope, and may not contain stiff enclosures or be prepared as a self-mailer or booklet-type mailpiece.

Prohibitions:

- Polywrap, polybag, and shrinkwrap.
- Clasps, strings, staples, buttons, or protrusions that might impede or damage the mail or mail processing equipment ([201.3.8](#)).

Other machinability standards:

- Rigid and odd-shaped items prohibited or restricted ([201.3.10](#)).
- Tabbing for self-mailers or booklets (see [201.3.11](#) or [Quick Service Guide 201b](#)).

Pieces with delivery point barcodes or Intelligent Mail barcodes must meet all standards in [708.4.0](#):

- Format of barcode bars (e.g., dimensions and spacing, [708.4.2](#)).
- Minimum clearance around barcode for barcodes printed on a mailpiece or label: 1/8 inch on left and right sides; 1/25 inch above and below barcode.
- Placement of address block barcode, lower right barcode, or barcode within a window: see page two.
- Reflectance standards for barcode and portion of mailpiece on which barcode is printed ([708.4.4](#)).

**Barcode in Address Block**  
**(202.5.0)**

When the barcode is included as part of the address block the barcode must be placed in one of these positions:

- Above the address line containing the recipient's name.
- Below the city, state, and ZIP Code line.
- Above or below the keyline information.
- Above or below the optional endorsement line.

