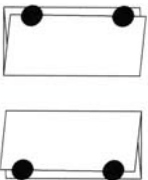








# TABBING REGULATIONS

Effective 05/01/10

» Automation Compatible » Machinable Mail »

	SPINE / FINAL FOLD	LENGTH (Dimension parallel to the address)	COVER STOCK (Book Weight)	SEALING	TABBING LOCATION
<b>LETTER SIZE - FOLDED SELFMAILERS:</b>					
	Folded edge on the top or bottom	5" - 11.5"	20 lb. or 24 lb. (at least 2 folded edges)	2 - 1" Tabs	2 Tabs opposite folded edge. (start < 1" from edges)
	Folded edge on the bottom	5" - 11.5"	28 lb.	1 - 1" Tab	1 Tab on top edge (start < 1" from edges)
	Folded edge on the right.	5" - 11.5"	75 lb.	3 - 1" Tabs	3 Tabs (top, bottom, and left)
<b>LETTER SIZE - BOOKLETS:</b>					
	Spine or final fold on the bottom edge	5" - 9" 9" - 10.5"	50 lb. 60 lb.	3 - 1.5" Tabs Non-Perforated	2 tabs on right leading edge. 1 tab on left trailing edge. (lower right tab .5" from bottom) (upper tabs < 1" from top)
	Spine on bottom edge. 4" height only Max weight 2.5 oz	5.2" - 8"	60 lb cover & pages OR 70 lb cover with 50 lb pages	2 - 1.5" or 2" Tabs Non-Perforated	1 tab on leading edge 1 tab on trailing edge (1.25" from bottom edge)
	Fold on bottom & Spine on leading or trailing edge	5" - 10.5"	40 lb	3 - 1.5" Tabs Non-Perforated	2 Tabs on right leading edge. 1 tab on left trailing edge. (lower right tab .5" from bottom) (upper tabs < 1" from top)
	Spine on the right leading edge	5" - 9" 9" - 10.5"	60 lb. 70 lb.	3 - 1.5" Tabs Non-Perforated	2 tabs on top edge, 1 tab on left trailing edge. (top tabs 1" from edges, left tab in middle)

## Paper Stock Weight Conversion Chart

Book Wt	Bond Wt	Cover Wt	Newsprint Wt
40	16	22	36
50	20	27	45
60	24	33	55
70	28	40	64

