

## **DEFINITION from USPS DOMESTIC MAIL MANUAL**

### **3.15 Booklets**

#### **3.15.1 Definition**

[9-8-09] Booklets must have a bound edge. Sheets that are fastened with at least two staples in the manufacturing fold (saddle stitched), perfect bound, pressed-glued, or joined together by another binding method that produces an end where pages are attached together are considered booklets. Booklets are open on three sides before sealing, similar in design to a book. In general, booklets must be uniformly thick. Large bound booklets that are folded for mailing qualify for automation and machinable prices if the final mailpiece remains nearly uniform in thickness.

#### **3.15.2 Paper**

[9-8-09] Booklet covers generally must be made with a minimum paper basis weight of 60-pounds or equivalent. Minimum basis weights are higher for some designs (see [3.15.4](#)).

#### **3.15.3 Physical Standards for Booklets**

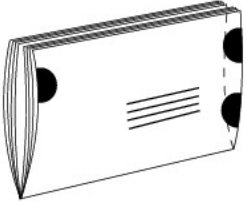
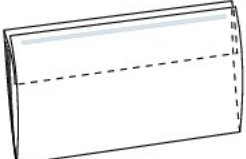
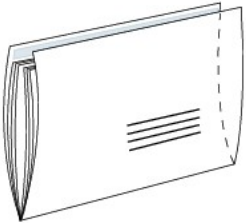
[9-8-09] Booklets must be:

- a. Height: not more than 6 inches or less than 3.5 inches high.
- b. Length: not more than 10.5 inches or less than 5 inches long. See [Exhibit 3.15.4](#) for some booklet designs with shorter maximum lengths.
- c. Thickness: not more than 0.25 inch or less than 0.009 inch thick.
- d. Weight: not more than 3 ounces.
- e. Aspect ratio: within 1.3 to 2.5 (see [3.1](#)).

#### **3.15.4 Booklet Design and Sealing**

[9-8-09] The position of the final fold and intermediate fold (or spine) for letter-sized booklets varies according to the specific design of the mailpiece. Open edges can be sealed with tabs, glue lines, or glue spots, as shown in [Exhibit 3.15.4](#). Tabs used as seals on small booklets (those between 3½ and 5 inches high) may be placed closer to the top and bottom edges than shown in exhibit [Exhibit 3.15.4](#) and may overlap in some cases. See [Exhibit 3.15.4](#) for design and sealing standards.

Exhibit 3.15.4 Booklet Design

	If The Spine Or Final Fold Is...	Length	Cover Stock	Sealing	Tab In These Locations
<b>Simple Spine</b>	 <p>Spine or final fold on the bottom (longer) edge.</p>	<p>5" to 9" long</p> <p>Over 9", up to 10.5" long</p>	<p>50-pound</p> <p>60-pound</p>	<p>Three 1.5" non-perforated tabs</p>	<p>Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs within 1 inch from the top edge.</p>
<b>Simple Spine</b>	 <p>Spine on bottom; longer front cover folded over inside pages to create a nonperforated inner flap sealed within top edge.</p>	<p>5" to 9.5" long</p>	<p>80-pound</p>	<p>Continuous glue line or glue spots</p>	<p>Perfect bound or saddle stitched, flap sealed inside, continuous glue line along flap preferred, minimum 1 inch glue spots acceptable if placed within 3/4 inch of right and left edges.</p>
<b>Simple Spine</b>	 <p>Spine on the bottom (longer) edge, Cover extends no more than 1/2 inch beyond inner pages.</p>	<p>5" to 9.5" long</p>	<p>80-pound</p>	<p>Continuous glue line or glue spots</p>	<p>Perfect bound or saddle stitched with a continuous glue line along the 1/2 inch cover overhang preferred, minimum 1 inch glue spots acceptable if placed within 3/4 inch of right and left edges.</p>

**If The Spine Or Final Fold Is...**

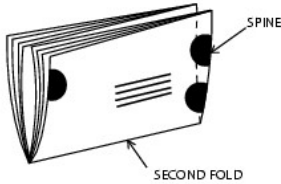
**Length**

**Cover Stock**

**Sealing**

**Tab In These Locations**

**Folded**



Final fold on the bottom (longer) edge, with the folded spine on the leading or trailing (shorter) edge.

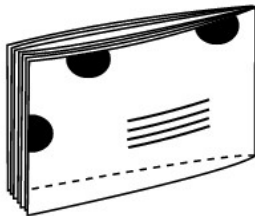
5" to 10.5" long

40-pound

Three 1.5" non-perforated tabs

Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs within 1 inch from the top edge.

**Oblong**



Spine on the leading (shorter) edge.

5" to 9" long  
Over 9", up to 10.5" long

60-pound  
70-pound

Three 1.5" non-perforated tabs

Two tabs on top edge; one tab on trailing edge. Position top tabs 1 inch from left and right edge. Position trailing tab in the m