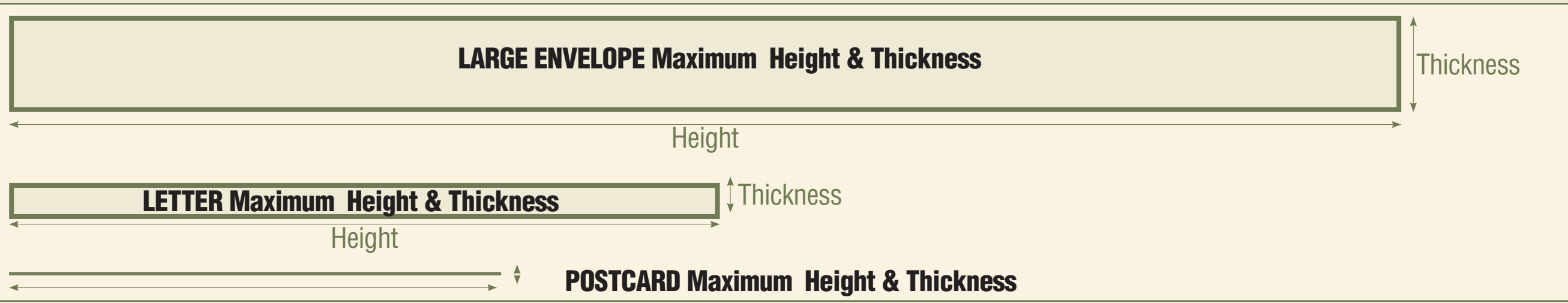


**Maximum size for large envelopes:  
15" long x 12" high x 3/4" thick**

# First-Class Mail® Shape-Based Pricing Template



**A quick, easy way to measure the size and thickness of your mail**



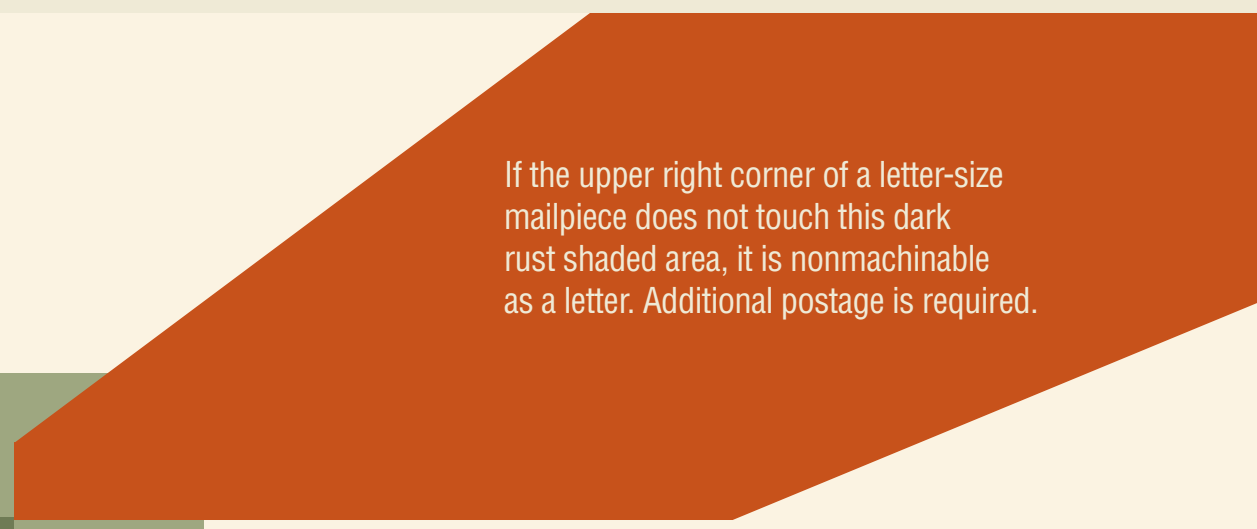
**When a piece of First-Class Mail exceeds the maximum length, height, or thickness of one shape, it is classified and priced as the next larger shape.**

- Maximum weight for a letter is 3.5 ounces. A letter that exceeds 3.5 ounces or any maximum physical dimension (length, height, or thickness) is classified as a large envelope.
- Maximum weight for a large envelope ("flat") is 13 ounces. A large envelope that exceeds any maximum physical dimension (length, height, or thickness) is classified as a package ("parcel"). A large envelope that exceeds 13 ounces is priority Mail®.
- Maximum weight for a package is 13 ounces. A package that exceeds 13 ounces is Priority Mail

**Maximum size for letters:  
11-1/2" long x 6-1/8" high x 1/4" thick**

**Maximum size for postcards:  
6" long x 4-1/4" high x 0.016" thick**

**Minimum mailable size  
for mailpieces 1/4" thick or less:  
5" long x 3-1/2" high x 0.007" thick**



**Common nonmachinable characteristics:**

- The aspect ratio (length divided by height) is less than 1.3 (such as square envelopes) or more than 2.5.
- It is rigid or contains odd-shaped items.
- It has a delivery address parallel to the shorter dimension of the mailpiece.
- It measures more than 6" long or 4-1/4" high, if the thickness is less than 0.009".

**Aspect ratio examples**



**Place the bottom-left corner of mailpiece here.**



**Step 1**

- Place the mailpiece on the left side of the guide as indicated by the bottom left arrow.

**Step 2**

- Does the mailpiece fit within the LIGHT GREEN letter area?
- If NO, then go to step 3.
- If YES, does the mailpiece fit through the 1/4" slot?
- If NO, then go to step 3.
- If YES, then the mailpiece is classified as a LETTER.

**Step 3**

- Does the mailpiece fit within the TAN area?
- If NO, then the mailpiece is classified as a PACKAGE.
- If YES, does the mailpiece fit through the 3/4" slot?
- If NO, then the mailpiece is classified as a PACKAGE.
- If YES, does the mailpiece meet the following characteristics
  - Rectangular.
  - Flexible.
  - Uniform in thickness.
- If NO, then the mailpiece is classified as a PACKAGE.
- If YES, then the mailpiece is classified as a LARGE ENVELOPE.