

FOLDED SELF-MAILERS
NO TABBING

Single OR Multiple Sheets
Final Fold on Top OR Bottom
NO Tabs

Single OR Multiple Sheets
Final fold on Left OR Right
NO Tabs

| | FIRST CLASS ONLY | | | STANDARD MAIL ONLY | |
|---|---|---|---|---|---|
| | Up To 1 Oz | Over 1 Oz Up to 3.3 Oz | Over 3.3 Oz | Up to 3.3 Oz | Over 3.3 Oz |
| Manual <input type="checkbox"/> | Manual <input type="checkbox"/> | Manual <input type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | Manual <input type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> |
| MACHINABLE <input checked="" type="checkbox"/> | MACHINABLE <input checked="" type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | MACHINABLE <input checked="" type="checkbox"/> | Machinable <input type="checkbox"/> |
| Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> |
| NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> |
| MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> |
| Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> |
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| No Surcharge <input type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | No Surcharge <input type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> |

FOLDED SELF-MAILERS
Tabbed

Single OR Multiple Sheets
Final Fold on Top OR Bottom
With One Or More Tabs

Single OR Multiple Sheets
GateFold, Fold On Left
Tabbed

Single OR Multiple Sheets
GateFold, Fold On Right
LESS than 7" Long, One Tab On Left

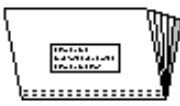

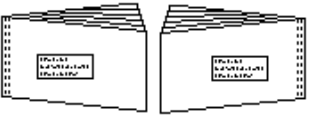
Single OR Multiple Sheets
GateFold, Fold On Right
7" Or Longer: **2 Options**

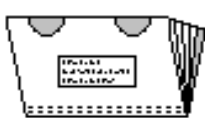
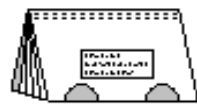
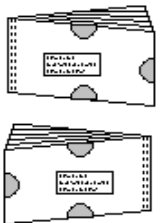
1) Top & bottom tabbed in middle: Need 3rd tab on left as shown

2) Tabbed within 1" of left edge: Only need 2 tabs

| | FIRST CLASS ONLY | | | STANDARD MAIL ONLY | |
|---|---|---|---|---|---|
| | Up To 1 Oz | Over 1 Oz Up to 3.3 Oz | Over 3.3 Oz | Up to 3.3 Oz | Over 3.3 Oz |
| Manual <input type="checkbox"/> | Manual <input type="checkbox"/> | Manual <input type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | Manual <input type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> |
| MACHINABLE <input checked="" type="checkbox"/> | MACHINABLE <input checked="" type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | MACHINABLE <input checked="" type="checkbox"/> | Machinable <input type="checkbox"/> |
| Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> |
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| MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> |
| Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> |
| SURCHARGE <input checked="" type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | SURCHARGE <input checked="" type="checkbox"/> | Surcharge <input type="checkbox"/> |
| No Surcharge <input type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | No Surcharge <input type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> |
| Manual <input type="checkbox"/> | Manual <input type="checkbox"/> | Manual <input type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | Manual <input type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> |
| MACHINABLE <input checked="" type="checkbox"/> | MACHINABLE <input checked="" type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | MACHINABLE <input checked="" type="checkbox"/> | Machinable <input type="checkbox"/> |
| Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> |
| NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> |
| Manual <input type="checkbox"/> | Manual <input type="checkbox"/> | Manual <input type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | Manual <input type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> |
| MACHINABLE <input checked="" type="checkbox"/> | MACHINABLE <input checked="" type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | MACHINABLE <input checked="" type="checkbox"/> | Machinable <input type="checkbox"/> |
| Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> |
| NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> |

SURCHARGES: NonProfit: 2.1 Cents each / Standard Mail: 4.2 cents each / FCM Presort: 5.8 cents each / Full Rate: 13 cents each

| <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;"> BOOKLETS <u>NO</u> TABBING </div> | FIRST CLASS ONLY | | | STANDARD MAIL ONLY | |
|--|---|---|---|---|---|
| | Up To 1 Oz | Over 1 Oz Up to 3.3 Oz | Over 3.3 Oz | Up to 3.3 Oz | Over 3.3 Oz |
| | ↓ | ↓ | ↓ | ↓ | ↓ |
| Multiple Sheets Spine on Bottom NO Tabs  | Manual <input type="checkbox"/> | Manual <input type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | Manual <input type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> |
| | MACHINABLE <input checked="" type="checkbox"/> | MACHINABLE <input checked="" type="checkbox"/> | Machinable <input type="checkbox"/> | MACHINABLE <input checked="" type="checkbox"/> | Machinable <input type="checkbox"/> |
| | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> |
| | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> |
| Multiple Sheets Spine on Top NO Tabs  | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> |
| | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> |
| | SURCHARGE <input checked="" type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | SURCHARGE <input checked="" type="checkbox"/> | Surcharge <input type="checkbox"/> |
| | No Surcharge <input type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | No Surcharge <input type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> |
| Multiple Sheets Spine on Left OR Right NO Tabs  | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> |
| | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> |
| | SURCHARGE <input checked="" type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | SURCHARGE <input checked="" type="checkbox"/> | Surcharge <input type="checkbox"/> |
| | No Surcharge <input type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | No Surcharge <input type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> |

| <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;"> BOOKLETS Tabbed </div> | FIRST CLASS ONLY | | | STANDARD MAIL ONLY | |
|---|---|---|---|---|---|
| | Up To 1 Oz | Over 1 Oz Up to 3.3 Oz | Over 3.3 Oz | Up to 3.3 Oz | Over 3.3 Oz |
| | ↓ | ↓ | ↓ | ↓ | ↓ |
| Multiple Sheets Spine on Bottom Tabbed  | Manual <input type="checkbox"/> | Manual <input type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | Manual <input type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> |
| | MACHINABLE <input checked="" type="checkbox"/> | MACHINABLE <input checked="" type="checkbox"/> | Machinable <input type="checkbox"/> | MACHINABLE <input checked="" type="checkbox"/> | Machinable <input type="checkbox"/> |
| | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> |
| | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> |
| Multiple Sheets Spine on Top Tabbed  | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> |
| | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> |
| | SURCHARGE <input checked="" type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | SURCHARGE <input checked="" type="checkbox"/> | Surcharge <input type="checkbox"/> |
| | No Surcharge <input type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | No Surcharge <input type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> |
| Multiple Sheets Spine on Left or Right Tabbed  | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> |
| | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> | Machinable <input type="checkbox"/> |
| | SURCHARGE <input checked="" type="checkbox"/> | Surcharge <input type="checkbox"/> | Surcharge <input type="checkbox"/> | SURCHARGE <input checked="" type="checkbox"/> | Surcharge <input type="checkbox"/> |
| | No Surcharge <input type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> | No Surcharge <input type="checkbox"/> | NO SURCHARGE <input checked="" type="checkbox"/> |

SURCHARGES: NonProfit: 2.1 Cents each / Standard Mail: 4.2 cents each / FCM Presort: 5.8 cents each / Full Rate: 13 cents each

| | | STANDARD MAIL ONLY | |
|--|--|---|---|
| | | Up To 3.3 Oz | Over 3.3 Oz |
| FOLDED SELF-MAILERS NO TABBING | | | |
| Single OR Multiple Sheets Final Fold on Top OR Bottom NO Tabs | | Manual <input type="checkbox"/> MACHINABLE <input checked="" type="checkbox"/> Surcharge <input type="checkbox"/> NO SURCHARGE <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> Machinable <input type="checkbox"/> Surcharge <input type="checkbox"/> NO SURCHARGE <input checked="" type="checkbox"/> |
| Single OR Multiple Sheets Final fold on Left OR Right Edge NO Tabs | | MANUAL <input checked="" type="checkbox"/> Machinable <input type="checkbox"/> SURCHARGE <input checked="" type="checkbox"/> NO Surcharge <input type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> Machinable <input type="checkbox"/> Surcharge <input type="checkbox"/> NO SURCHARGE <input checked="" type="checkbox"/> |

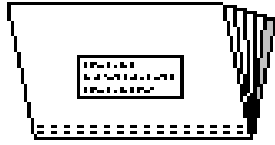
| | | STANDARD MAIL ONLY | |
|--|--|---|---|
| | | Up To 3.3 Oz | Over 3.3 Oz |
| FOLDED SELF-MAILERS Tabbed | | | |
| Single OR Multiple Sheets Final Fold on Top OR Bottom With One Or More Tabs | | Manual <input type="checkbox"/> MACHINABLE <input checked="" type="checkbox"/> Surcharge <input type="checkbox"/> NO SURCHARGE <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> Machinable <input type="checkbox"/> Surcharge <input type="checkbox"/> NO SURCHARGE <input checked="" type="checkbox"/> |
| Single OR Multiple Sheets GateFold, Fold On Left Tabbed | | MANUAL <input checked="" type="checkbox"/> Machinable <input type="checkbox"/> SURCHARGE <input checked="" type="checkbox"/> No Surcharge <input type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> Machinable <input type="checkbox"/> Surcharge <input type="checkbox"/> NO SURCHARGE <input checked="" type="checkbox"/> |
| Single OR Multiple Sheets GateFold, Fold On Right LESS than 7" Long, One Tab on the left | | Manual <input type="checkbox"/> MACHINABLE <input checked="" type="checkbox"/> (IF properly tabbed) Surcharge <input type="checkbox"/> NO SURCHARGE <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> Machinable <input type="checkbox"/> Surcharge <input type="checkbox"/> NO SURCHARGE <input checked="" type="checkbox"/> |
| Single OR Multiple Sheets GateFold, Fold On Right 7" Or Longer, 2 Options: | | Manual <input type="checkbox"/> MACHINABLE <input checked="" type="checkbox"/> (IF properly tabbed) Surcharge <input type="checkbox"/> NO SURCHARGE <input checked="" type="checkbox"/> | MANUAL <input checked="" type="checkbox"/> Machinable <input type="checkbox"/> Surcharge <input type="checkbox"/> NO SURCHARGE <input checked="" type="checkbox"/> |
| 1) Top & bottom tabbed in middle: Need 3rd tab on left as shown | | | |
| 2) Top and Bottom Tabbed within 1" of left edge: Only need 2 tabs as shown | | | |

SURCHARGES: Non-Profit: 2.1 cents per piece / Standard Mail: 4.2 cents per piece

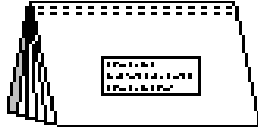
BOOKLETS
NO TABBING

| STANDARD MAIL ONLY | | | |
|---------------------------|-------------------------------------|---------------------|-------------------------------------|
| Up To 3.3 Oz | | Over 3.3 Oz | |
| Manual | <input type="checkbox"/> | MANUAL | <input checked="" type="checkbox"/> |
| MACHINABLE | <input checked="" type="checkbox"/> | Machinable | <input type="checkbox"/> |
| Surcharge | <input type="checkbox"/> | Surcharge | <input type="checkbox"/> |
| NO SURCHARGE | <input checked="" type="checkbox"/> | NO SURCHARGE | <input checked="" type="checkbox"/> |
| MANUAL | <input checked="" type="checkbox"/> | MANUAL | <input checked="" type="checkbox"/> |
| Machinable | <input type="checkbox"/> | Machinable | <input type="checkbox"/> |
| SURCHARGE | <input checked="" type="checkbox"/> | Surcharge | <input type="checkbox"/> |
| No Surcharge | <input type="checkbox"/> | NO SURCHARGE | <input checked="" type="checkbox"/> |
| MANUAL | <input checked="" type="checkbox"/> | MANUAL | <input checked="" type="checkbox"/> |
| Machinable | <input type="checkbox"/> | Machinable | <input type="checkbox"/> |
| SURCHARGE | <input checked="" type="checkbox"/> | Surcharge | <input type="checkbox"/> |
| No Surcharge | <input type="checkbox"/> | NO SURCHARGE | <input checked="" type="checkbox"/> |

Single OR Multiple Sheets
Spine on Bottom
NO Tabs



Single OR Multiple Sheets
Spine on Top
NO Tabs



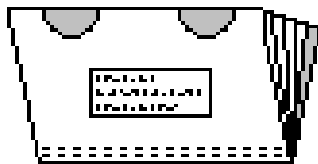
Single OR Multiple Sheets
Spine on Left OR Right
NO Tabs



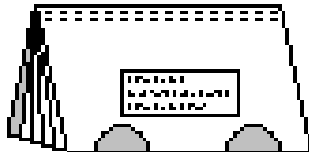
BOOKLETS
Tabbed

| STANDARD MAIL ONLY | | | |
|---------------------------|-------------------------------------|---------------------|-------------------------------------|
| Up To 3.3 Oz | | Over 3.3 Oz | |
| Manual | <input type="checkbox"/> | MANUAL | <input checked="" type="checkbox"/> |
| MACHINABLE | <input checked="" type="checkbox"/> | Machinable | <input type="checkbox"/> |
| Surcharge | <input type="checkbox"/> | Surcharge | <input type="checkbox"/> |
| NO SURCHARGE | <input checked="" type="checkbox"/> | NO SURCHARGE | <input checked="" type="checkbox"/> |
| MANUAL | <input checked="" type="checkbox"/> | MANUAL | <input checked="" type="checkbox"/> |
| Machinable | <input type="checkbox"/> | Machinable | <input type="checkbox"/> |
| SURCHARGE | <input checked="" type="checkbox"/> | Surcharge | <input type="checkbox"/> |
| No Surcharge | <input type="checkbox"/> | NO SURCHARGE | <input checked="" type="checkbox"/> |
| MANUAL | <input checked="" type="checkbox"/> | MANUAL | <input checked="" type="checkbox"/> |
| Machinable | <input type="checkbox"/> | Machinable | <input type="checkbox"/> |
| SURCHARGE | <input checked="" type="checkbox"/> | Surcharge | <input type="checkbox"/> |
| No Surcharge | <input type="checkbox"/> | NO SURCHARGE | <input checked="" type="checkbox"/> |

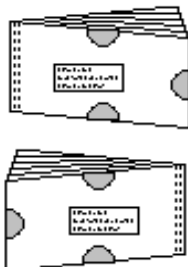
Single OR Multiple Sheets
Spine on Bottom
Tabbed



Single OR Multiple Sheets
Spine on Top
Tabbed



Single OR Multiple Sheets
Spine on Left or Right
Tabbed



SURCHARGES: Non-Profit: 2.1 cents per piece / Standard Mail: 4.2 cents per piece