# Folded Self Mailer (FSM) Rules*

*For more detailed information regarding the new FSM rules, please contact Mail Services at 278-6783 or mail_services@csus.edu

<table>
<thead>
<tr>
<th>If the mail piece is:</th>
<th>And the length is:</th>
<th>The paper weight must be at least:</th>
<th>Seal the piece with:</th>
<th>Place the tabs in these locations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter- half- or quarter-folded piece under 1oz. with final fold on the bottom (longer) edge.</td>
<td>Over 5&quot; (but not over 6&quot;) and up to 10.5&quot; long</td>
<td>70-pound text</td>
<td>Two 1&quot; non-perforated tabs</td>
<td>Two tabs on the top edge. Position tabs within 1 inch from left and right edges. If over 1 oz. letter- and half-fold mailers must have 1.5&quot; tabs</td>
</tr>
<tr>
<td>Quarter-folded over 1oz. with final fold on the bottom (longer) edge.</td>
<td>Over 5&quot; (but not over 6&quot;) and up to 10.5&quot; long</td>
<td>80-pound text</td>
<td>Three 1.5&quot; non-perforated tabs</td>
<td>Two tabs on the leading edge and one tab on the trailing edge. Place lower leading tab .5&quot; from the bottom edge. Place upper tabs 1&quot; from the top edge.</td>
</tr>
<tr>
<td>Fold on the leading (shorter) edge</td>
<td>Over 5&quot; (but not over 6&quot;) and up to 10.5&quot; long</td>
<td>70-pound text</td>
<td>Two 1&quot; non-perforated tabs</td>
<td>Two tabs on the trailing edge. Place top tabs within 1&quot; from top and bottom edges.</td>
</tr>
</tbody>
</table>

*Effective January 5, 2013*

- **Length:** A minimum of 5 inches and a maximum of 10 1/2 inches.
- **Height:** A minimum of 3 1/2 inches and a maximum of 6 inches.
- **Thickness:** A minimum of 0.007 inch; (0.009 inch if the height exceeds 4 1/4 inches or if the length exceeds 6 inches); the maximum thickness is 1/4 inch.
- **Maximum Weight:** 3 ounces.

- Rectangular, with four square corners and parallel opposite sides.
  Within an aspect ratio (length divided by height) of 1.3 to 2.5, inclusive (see Domestic Mail Manual 601.1.4).
- Maximum number of panels, bi-fold, tri-fold and oblongs: 12 for FSM’s constructed of non-newsprint paper
  *Exception:* Quarter folded self-mailers made of a minimum of 100 lb book grade paper may have 4 panels and those made of 55 lb newsprint must have at least 8 panels and may contain up to 24 panels.
- Inserts must be secured somehow (with glue or a pocket - do not use staples). A mail piece with a return envelope inside must use at least 80-pound text paper
- The final fold MUST be on the leading edge and/or at the bottom of the address panel side

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Note that the examples below are NOT stapled. Stapled mail pieces are considered booklets and have different mailing requirements