

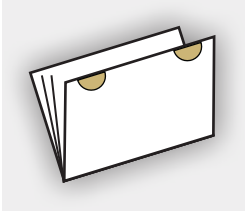
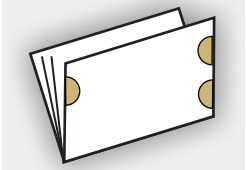
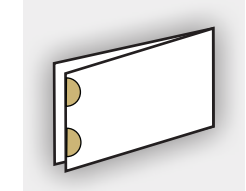
Folded Self Mailer (FSM) Rules*

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

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

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

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

