**Important Notes:**
- Booklets are mail pieces that contain multiple sheets that are bound together and meet specified sizes as defined below.
- When determining the tabbing or gluing requirements for booklets pay particular attention to the basis weight of the paper.
- Tabs are required to be at least 1.5” in diameter and cannot be perfed.

### SIMPLE SPINE BOOKLETS

Max weight—3 ounces | Max height—6 inches | Max length—9.5 inches unless noted

Cover paper weight—70-pound paper unless noted: see Exhibit 3.2 in Domestic Mail Manual

| Basic | Cover:  
5” to 9” long at least 50-pound paper  
Over 9” up to 10.5” at least 60-pound paper  
Place one tab on the leading and trailing edge within 1” from the top; position one tab on the lower leading edge 0.5” from the bottom. Use nonperforated 1.5” tabs. |
|---|---|
| Internal Flap | Cover:  
Minimum 80-pound paper  
Extended front folded over enclosed pages to create a nonperforated inner flap. Flap sealed inside of back cover.  
Seal with a continuous glue line along flap as described in 3.11g (preferred), or 1-inch glue spots as described in 3.11f. |
| Cover-to-Cover | Cover:  
Minimum 80-pound paper  
Cover extends no more than 5/8 inch beyond inner pages.  
Seal with a continuous glue line along extended cover as described in 3.11g (preferred), or with 1-inch glue spots as described in 3.11f. |
**LIGHTWEIGHT SIMPLE SPINE BOOKLETS**

Max weight—0.8 ounce | Max height—6 inches | Max length—10.5 inches  
Cover paper weight—70-pound paper unless noted: see Exhibit 3.2

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cover-to-Cover</strong></td>
<td>Cover extends no more than 5/8 inch beyond inner pages. Seal with a continuous glue line as described in 3.11h.</td>
</tr>
<tr>
<td><strong>External Flap</strong></td>
<td>Addressed side of the cover extends over all pages on the back to create a flap. Flap length: at least 1.5” wide when measured down from the top edge. May be longer, but cannot be closer than 1-inch from bottom edge. Flap attaches to the outside of the nonaddressed side of the cover. Seal with a continuous glue line as described in 3.11h.</td>
</tr>
<tr>
<td><strong>Internal Flap</strong></td>
<td>Addressed side of the cover extends over internal pages to create an inside flap. Flap length: at least 1.5” wide when measured down from the top edge. Flap attaches to the inside of the nonaddressed side of the cover. Seal with a continuous glue line as described in 3.11h.</td>
</tr>
</tbody>
</table>

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## MID-WEIGHT SIMPLE SPINE BOOKLETS

| Weight—over 0.8 ounce up to 1.6 ounces | Max height—6 inches | Max length—10.5 inches |
| Cover paper weight—70-pound paper unless noted: see Exhibit 3.2 |

### Cover-to-Cover
- Cover extends no more than 5/8 inch beyond inner pages.
- Seal with a continuous glue line as described in 3.11h, and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches.

### External Flap
- Addressed side of the cover extends over all pages on the back to create a flap.
- Flap length: at least 1.5" wide when measured down from the top edge. May be longer, but cannot be closer than 1-inch from bottom edge.
- Flap attaches to the outside of the nonaddressed side of the cover.
- Seal with a continuous glue line as described in 3.11h, and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches.

### Internal Flap
- Addressed side of the cover extends over internal pages to create a flap.
- Flap length: at least 1.5" wide when measured down from the top edge.
- Flap attaches to the inside of the non-addressed side of the cover.
- Seal with a continuous glue line as described in 3.11h, and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches.
HEAVY WEIGHT SIMPLE SPINE BOOKLETS

Weight—over 1.6 ounces up to 3 ounces | Max height—6 inches | Max length—10.5 inches

Cover paper weight—70-pound paper unless otherwise noted: see Exhibit 3.2

<table>
<thead>
<tr>
<th>Cover-to-Cover</th>
<th>Cover extends no more than 5/8 inch beyond inner pages. Seal with a continuous glue line as described in 3.11h and two 1.5” nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge.</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Flap</td>
<td>Addressed side of the cover extends over all pages on the back to create a flap. Flap length: at least 1.5” wide when measured down from the top edge. May be longer, but cannot be closer than 1 inch from bottom edge. Flap attaches to the outside of the nonaddressed side of the cover. Seal with a continuous glue line as described in 3.11h and two 1.5” nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge.</td>
</tr>
<tr>
<td>Internal Flap</td>
<td>Addressed side of the cover extends over internal pages to create a flap. Minimum flap length: at least 1.5” wide when measured down from the top edge. Flap attaches to the inside of the non-addressed side of the cover. Seal with a continuous glue line as described in 3.11h and two 1.5” nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge.</td>
</tr>
</tbody>
</table>

FOLDED BOOKLETS

Max weight—3 ounces | Max height—6 inches | Max length—10.5 inches unless noted

Cover paper weight—40-pound paper

|  | Two 1.5” nonperforated tabs on leading edge and one tab on trailing edge. Position upper tabs within 1-inch from the top edge. Position lower leading tab 0.5 inch from the bottom edge. |

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### OBLONG BOOKLETS

Max weight—3 ounces | Max height—6 inches | Max length—10.5 inches

| All Tab | Cover:  
5" to 9" long: 60-pound paper  
Over 9" up to 10.5": 70-pound paper  
Place two 1.5" nonperforated tabs on the top edge and one tab on trailing edge. Position top tabs 1-inch from left and right edges. Position one 1.5" nonperforated tab in the middle of the trailing edge. |
| Internal Flap | Cover:  
5" to 9" long 60-pound paper  
Over 9" up to 10.5" 70-pound paper  
The front OR back cover sheet is extended on the trailing edge and folded over the non-recessed internal pages. The flap is sealed inside the opposite cover sheet with glue. Extended front and back covers are not allowed with glue line seals.  
Seal with a continuous glue line as described in 3.11h. Place two 1.5" nonperforated tabs on the top edge 1-inch from the leading and trailing edges. |

### WALLET STYLE BOOKLETS

Max weight—2.5 ounces | Height—4 inches | Max length—5.2 to 8 inches  
Cover paper weight—70-pound paper unless otherwise noted: see Exhibit 3.2

| | Cover:  
Entire booklet 60-pound paper, OR  
Cover 70-pound paper, inner pages 50-pound paper.  
Booklets up to 2 ounces: sealed with 1.5" nonperforated tabs placed 1-1/4" from bottom leading and trailing edge.  
Over 2 ounces: use 2" nonperforated tabs placed 3/4" from bottom leading and trailing edge.  
±1/8" vertical tolerance for tab placement in both cases. |

Source: [http://pe.usps.gov](http://pe.usps.gov)

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