## U.S. Postal Service tabbing requirements for booklets and self mailers

Effective September 8, 2009, each mailpiece must be sealed with three,  $1\frac{1}{2}$ -inch, non-perforated tabs and positioned as illustrated and specified below. The previous requirement was two, one-inch tabs. Non-compliant mailpieces will be charged higher postage rates.

location of spine	e or final fold	length of mail piece	stock weight	number and position of tabs
	spine or final fold on bottom (longer) edge	5" to 9"	50-lb cover	Leading edge: 2 Trailing edge: 1 Place lower leading tab ½" from bottom edge, upper tabs 1" from top edge.
		>9" up to 10½"	60-lb cover	
SPINE SECOND FOLD	final fold on bottom edge, with folded spine on either leading or trailing (shorter) edge	5" to 10½"	40-lb cover	
	spine on leading (shorter) edge	5" to 9"	60-lb cover	Top edge: 2 Trailing edge: 1 Place top tabs 1" from left and right edges, trailing tab in middle
		>9" up to 10½"	70-lb cover	