

Mailing Recommendations

Letter envelope size requirements for first-class mail:

Length minimum is 5", maximum is 11.5 "

Height minimum is 3.5", maximum is 6.125".

Large envelope requirements for first-class mail:

Length minimum is 11.5"

Height minimum is 6.125 ".

Unusual Shapes and Sizes

- When adding additional pieces to an invitation set, remember that the maximum thickness for first class postage is 1/4".
- Square envelopes
- Envelopes on which the Address is written parallel to the shorter edge
- Tubes and rolls
- All square and most dark color envelopes are not able to be sorted automatically by postal machinery, therefore they are subject to additional postage.

Sometimes a piece of mail requires additional postage because it is a certain shape or size that is difficult to process on mail sorting machines. To make sure you're paying the correct postage, visit www.usps.com or call 1-800-ASK-USPS. Click here to download the "Customer's Guide to Mailing" a PDF file published by the United States Postal Service.