

Mailing Requirements for Envelopes

Before you design your direct mail piece, make sure that it follows all the guidelines to mail at the rate of your choice.
Find your product below, then read the details for designing it to correctly fit mailing specifications.

	Booklet Envelopes	Catalog Envelopes
Design:	Ensure the front face has a 4" wide x 2" tall min. clear/white/unprinted area to allow for the barcode and address, as well as a 1 x 1 area in the upper right corner for our indicia	Ensure the front face has a 4" wide x 2" tall min. clear/white/unprinted area to allow for the barcode and address, as well as a 1 x 1 area in the upper right corner for our indicia
Inserting:	A6, A7, #9, #10 and 6 x 9 booklet envelopes may be inserted via machine depending on the size and fold of the insert.	6 x 9 Catalog, 9 x 12 and 10 x 13 envelopes require inserting by hand (and thus require an additional 1-2 business days to the mail services turnaround time).
Inserting Pricing:	<p>Machine Inserting: (Max. of 6 inserts and up to 6 x 9 booklet envelope size) * Please call in after placing your print order to set up and pay for the insert portion of your job.</p> <p>1 insert: \$27 per 1000 + \$30 setup 2 inserts: \$27 per 1000 + \$30 setup 3 inserts: \$36 per 1000 + \$30 setup 4 inserts: \$36 per 1000 + \$30 setup 5+ inserts: Contact us for a quote</p> <p>Hand collating & inserting: 1 insert: \$70 per 1000 2 inserts: \$85 per 1000 3 inserts: \$125 per 1000 4 inserts: \$150 per 1000 5+ inserts: Contact us for a quote</p>	<p>Machine Inserting: (Max. of 6 inserts and up to 6 x 9 booklet envelope size) * Please call in after placing your print order to set up and pay for the insert portion of your job.</p> <p>1 insert: \$27 per 1000 + \$30 setup 2 inserts: \$27 per 1000 + \$30 setup 3 inserts: \$36 per 1000 + \$30 setup 4 inserts: \$36 per 1000 + \$30 setup 5+ inserts: Contact us for a quote</p> <p>Hand collating & inserting: 1 insert: \$70 per 1000 2 inserts: \$85 per 1000 3 inserts: \$125 per 1000 4 inserts: \$150 per 1000 5+ inserts: Contact us for a quote</p>

Please note that all postage transactions are subject to a 5% administrative and handling fee.
Postage price will vary by size and weight of the final piece.