

Mailing Requirements for Invitations

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.

(Mailed without Envelopes)

	4 x 6 Cards: Automated First-Class Postcard Rate	5 x 7 – 6 x 11 Cards: Automated Standard Letter Rate	5 x 7 – 6 x 11 Cards: Automated First-Class Letter Rate
Average:	\$.3015 each, min of 500 pieces	\$.303 each, min of 200 pieces	\$.445 each, min of 500 pieces
Size:	Min 5" wide x 3.5" tall, max 6" wide x 4.25" tall	Min 5" wide x 3.5" tall, max 11.5" wide x 6.125" tall	Min 5" wide x 3.5" tall, max 11.5" wide x 6.125" tall
Design:	4" wide x 2" tall unprinted area in bottom right corner of mailing panel, 1" wide x 1" tall blank indicia space	4" wide x 2" tall unprinted area in bottom right corner of mailing panel, 1" wide x 1" tall blank indicia space	4" wide x 2" tall blank area in bottom right corner of mailing panel, 1" wide x 1" tall blank indicia space
Coating:	No UV coating on mailing side	No UV coating on mailing side	No UV coating on mailing panel
Shape:	Shape: An aspect ratio within 1.3" - 2.5" (length divided by width)	Rectangle with an aspect ratio within 1.3" - 2.5" (length divided by width)	Rectangle with an aspect ratio within 1.3" - 2.5" (length divided by width)

(Mailed in Envelopes)

	Automated First Class Letter Rate	Automated Standard Letter Rate
Average:	\$.445 each, min. count of 500 pieces	\$.303 each, min. count of 200 pieces
Inserting:	Machine Inserting Items Into Envelopes: 1 item : \$27 per 1000 + \$30 setup	Machine Inserting Items Into Envelopes: 1 item : \$27 per 1000 + \$30 setup
Rates:	Invitations in our standard sizes are eligible to mail at Automated Letter Rates when inserted into envelopes.	Invitations in our standard sizes are eligible to mail at Automated Letter Rates when inserted into envelopes.

Please note that all postage transactions are subject to a 5% administrative and handling fee.