Tabs and Wafer Seals

Related QSGs: 131, 140, 240, 631, 640, 810

811

Quick Service Guide

Overview

Unenveloped mailpieces prepared for automation rate mailings must be tabbed (secured) to prevent an open edge from jamming high-speed processing equipment. Construction of the mailpiece plays an important role in determining automation compatibility. Standards for tabbing are based on basis weight of paper stock used and the location of the folded or bound edge. As an alternative to tabs or wafer seals, the open edge of the length of the mailpiece may be continuously glued or spot glued. Tabs are not required on flats but may be necessary or advisable to meet other preparation standards.

Characteristics and Content (C810.4, C820.6)

Number and location of tabs or wafer seals are specified for particular types of letter mail. In all cases, additional tabs may be used.

Tabs, wafer seals, tape, or glue must not interfere with recognition of postage, facing identification mark (FIM), rate markings, required address information, or barcode. If placed in the barcode clear zone, tabs or wafer seals must contain a paper face meeting the standards for background reflectance and ink acceptance, except when a delivery point barcode appears in the address block.

Adequate adhesion is required.

Basis weight: the minimum basis weight standards vary, depending on the construction of the mailpiece (see reverse) and the sheet size below.

Letter-Size Folded Self-Mailers (C810.7)

Fold (top or bottom) must be parallel to the longest dimension (length) and address of the mailpiece.

With one tab or wafer seal: folded edge at bottom of mailpiece, tab or wafer seal in middle of top edge of mailpiece.

- Single folded sheet, sealed with one tab or wafer seal, minimum basis weight: 28 pounds (17 by 22 inches by 500 sheets) or 70 pounds (25 by 38 inches by 500 sheets).
- Two or more sheets, sealed with one tab or wafer seal, minimum basis weight: 24 pounds (17 by 22 inches by 500 sheets) or 60 pounds (25 by 38 inches by 500 sheets).

With two tabs or wafer seals: minimum basis weight 20 pounds (17 by 22 inches by 500 sheets) if folded edge is at top or bottom of the mailpiece. Tabs or wafer seals must be placed within 1 inch of the right and left edges of mailpiece (see reverse).

With fold on right (leading) edge: left (trailing) edge secured with at least one tab or a glue line; additional tabs may be required based on trim size and basis weight. Pieces 7 or more inches in length must also be secured at top and bottom edges and be preapproved by the USPS.

Letter-Size Booklet-Type Mailpiece (C810.7)

The bound edge (spine) must be at the bottom and parallel to the longest dimension (length) and the address of the mailpiece, unless preapproved by the USPS. The mailpiece must be tabbed (secured) in one of two ways:

- Top (unbound edge) must have at least two tabs or wafer seals placed within 1 inch of the right and left edges (see reverse).
- The right (leading) and left (trailing) edges must be secured with tabs or wafer seals placed within 1 inch of the top right and top left edges of the mailpiece.

Cover must have a minimum basis weight of 20 pounds.

With spine on right (leading) edge: minimum basis weight 20-pound bond paper. Address must be parallel to longest dimension (length) and unbound left (trailing) edge must be tabbed (secured):

- If no more than 4-1/4 inches high and 6 inches long, 1 tab or wafer seal in middle of trailing edge.
- If more than 4-1/4 inches high and 6 inches long, 2 tabs or wafer seals within 1 inch of top and bottom edges.

Postcard (C810.7)

Minimum basis weight 75 pounds or greater. Double postcards not sealed on all edges must have folded edge at the top or bottom. The open edge must be secured with 1 tab in the middle.

Flat-Size Booklet-Type Mailpieces (C820.8)

The contents of the mailpiece prepared in sleeves or other wrappers must be sufficiently secure in the sleeve or wrapper to stay in place during processing. If material bearing the delivery information or barcode for the mailpiece is enclosed in a partial wrapper, that wrapper must be sufficiently secure to prevent the contents from shifting and obscuring the delivery address or barcode.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

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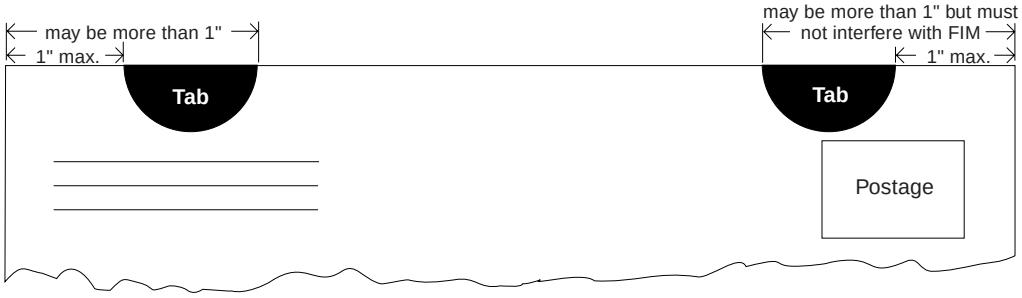
Quick Service Guide

Tabs and Wafer Seals

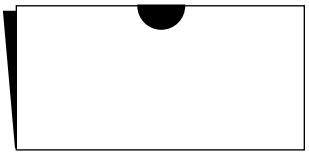
Placement of Tabs and Wafer Seals



Specifications for Automation-Compatible Letter-Size Mailpieces

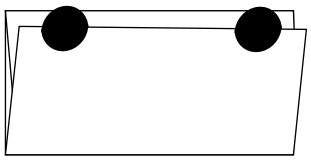
Double Postcard Size

Tabs	1 (middle)
Fold	Top or Bottom
Sheets	Single
Basis Weight	75 lb.



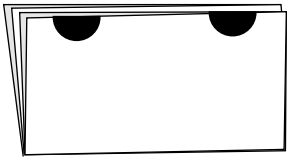
Folded Self-Mailer (Invitation Fold)

Tabs	2 (start ≤ 1 inch from edges)
Folds	Top and Bottom
Sheets	Single
Basis Weight	20 lb.



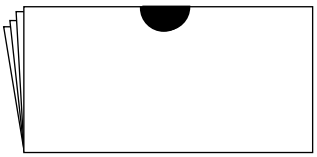
Folded Self-Mailer

Tabs	2 (start ≤ 1 inch from edges)
Fold	Top or Bottom
Sheets	Single
Basis Weight	20 lb.



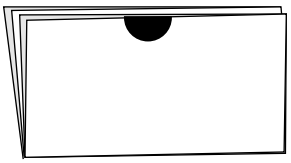
Folded Self-Mailer

Tabs	1 (middle)
Fold	Bottom
Sheets	Multiple
Basis Weight	24 lb.



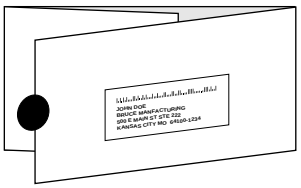
Folded Self-Mailer

Tabs	1 (middle)
Fold	Bottom
Sheets	Single
Basis Weight	28 lb.



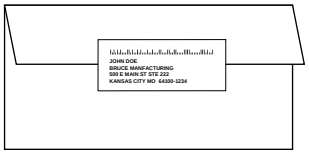
Folded Self-Mailer

Tabs	1 (middle)
Fold	Right
Sheets	Single
Basis Weight	75 lb.



Folded Self-Mailer (Invitation Fold)

Tab	Address Label
Folds	Top and Bottom
Sheets	Multiple or Single
Basis Weight	20 lb.

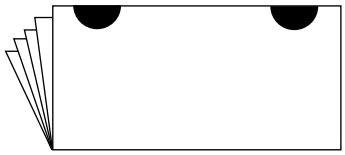


Folded Self-Mailer (Continuous Glue Strip)

Glue Strip	Top Edge
Fold	Bottom
Sheets	Single
Basis Weight	20 lb.

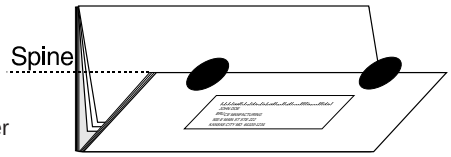
Booklet

Tabs	2 (start ≤ 1 inch from edges)
Spine	Bottom
Sheets	Multiple with Cover
Basis Weight	20 lb. (Cover)



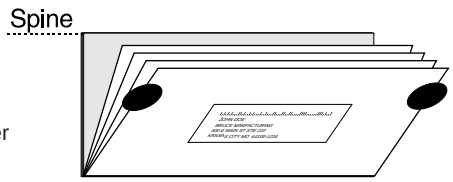
Folded Booklet

Tabs	2 (start ≤ 1 inch from edges)
Spine	Top
Fold	Bottom
Sheets	Multiple with Cover
Basis Weight	20 lb. (Cover)



Folded Booklet

Tabs	2 (start ≤ 1 inch from top edge)
Spine	Top
Fold	Bottom
Sheets	Multiple with Cover
Basis Weight	20 lb. (Cover)



Booklet

Tabs	2 (start ≤ 1 inch from top and bottom edges)
Spine	Right
Sheets	Multiple with Cover
Basis Weight	24 lb. (Cover)