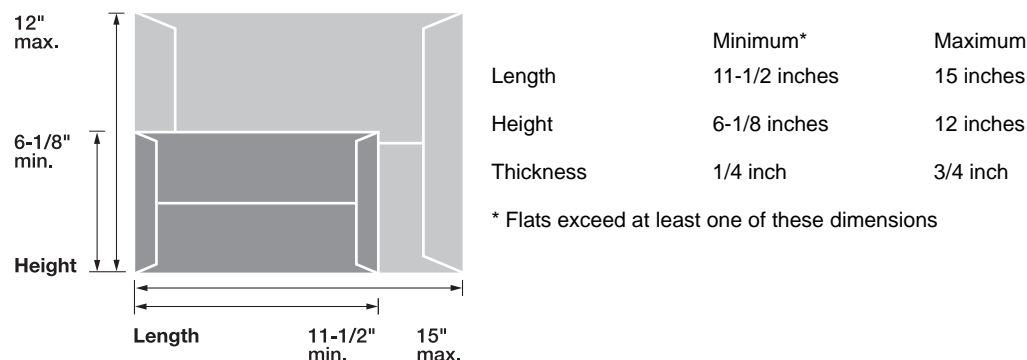


Overview

Flat Dimensions



For physical standards of automation flats, see [Quick Service Guide 301a](#).

In addition to shape, the Postal Service classifies mailpieces by the way they are prepared. These classifications are based on how efficiently your mailpieces can be processed on Postal Service equipment. The Postal Service classifies commercial flats as either nonautomation or automation flats or machinable and nonmachinable for Periodicals.

A flat meets automation standards and qualifies for automation prices if it meets the specific addressing, barcoding, and design standards. Automation flats must have a POSTNET or Intelligent Mail barcode with a delivery point routing code.

Dimensions, Shape, Flexibility, and Uniform Thickness (301.1.0)

Dimensions:

- Minimum: more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4 inch thick.
- Maximum: 15 inches long, 12 inches high, and 3/4 inch thick.

The length of a flat-size mailpiece is the longest dimension. The height is the dimension perpendicular to the length.

Shape: rectangular, with four square corners, or with finished corners that do not exceed a radius of 0.125 inch (1/8 inch).

Flexibility and deflection: flat-size pieces must meet flexibility criteria in [301.1.3](#) and the deflection criteria in [301.1.6](#). Flats mailed at saturation or high density prices or flats mailed at basic carrier route prices and dropshipped to DDUs do not have to meet deflection standards. All other flats not meeting deflection standards are subject to prices as stated in DMM [301.1.7](#).

Uniform thickness: the contents must be uniformly thick so that any bumps, protrusions, or irregularities do not cause more than 1/4 inch variance in thickness ([301.1.4](#)). When determining variance in thickness, exclude the outer edges of a mailpiece (1 inch from each edge) when the contents do not extend to the edges.

Mailpieces that do not meet the standards for flexibility in [301.1.3](#), for uniform thickness in [301.1.4](#), or for polywrap in [301.1.5](#), must pay applicable prices as follows:

- First-Class Mail—parcel prices.
- Standard Mail—Not Flat-Machinable or parcel prices.
- Bound Printed Matter—parcel prices.

Presorted Nonautomation Flats (301.2.0)

Maximum weight:

- First-Class Mail: 13 ounces.
- Standard Mail: less than 16 ounces.
- Bound Printed Matter: 15 pounds.

Automation Flats (301.3.0)

Flats may qualify for the automation discount based on the physical standards in [301.3.0](#).

See [Quick Service Guide 301a](#), Designing Flats for Automated Processing, for an overview.

**Standard Mail
Not Flat-
Machinable
Pieces
(401.2.4)** For Standard Mail Not Flat-Machinable pieces, see [Quick Service Guide 401](#).

**Quick Service
Guides**

First-Class Mail

See Quick Service Guides:
[330a Nonautomation Flats](#)
[330b Automation Flats](#)

Standard Mail

See Quick Service Guides:
[340a Nonautomation Flats](#)
[340b Automation Flats](#)
[340c Carrier Route Flats](#)

Bound Printed Matter

See Quick Service Guide:
[360 Flats](#)

Media Mail

See Quick Service Guide:
[370 Presorted Flats](#)

Library Mail

See Quick Service Guide:
[380 Presorted Flats](#)

Periodicals

See Quick Service Guides:
[707e Nonmachinable Flats](#)
[707g Barcoded \(Automation\) Flats](#)

301

Quick Service
Guide

Commercial Flats
Physical Standards for Commercial Flats
