

Understanding Your Mail Piece Shape

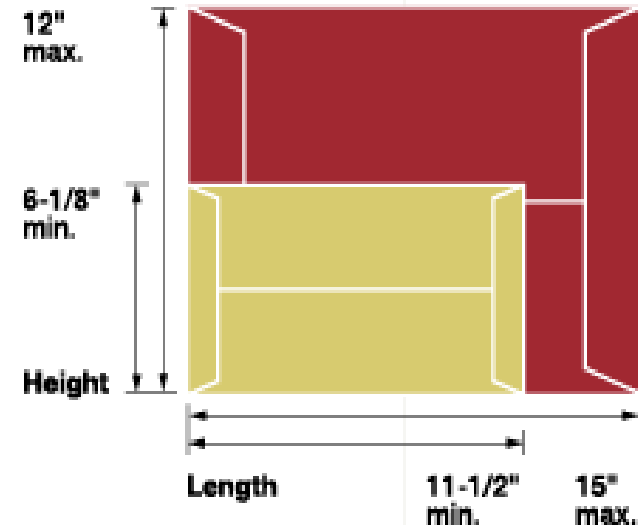
Flats

The length of a flat-size mail piece is the longest dimension.

The height is the dimension perpendicular to the length.

The address can be positioned either in the horizontal or vertical direction on a flat.

The delivery address does not determine the length of a flat.



General Definition of Flat-Size Mail-

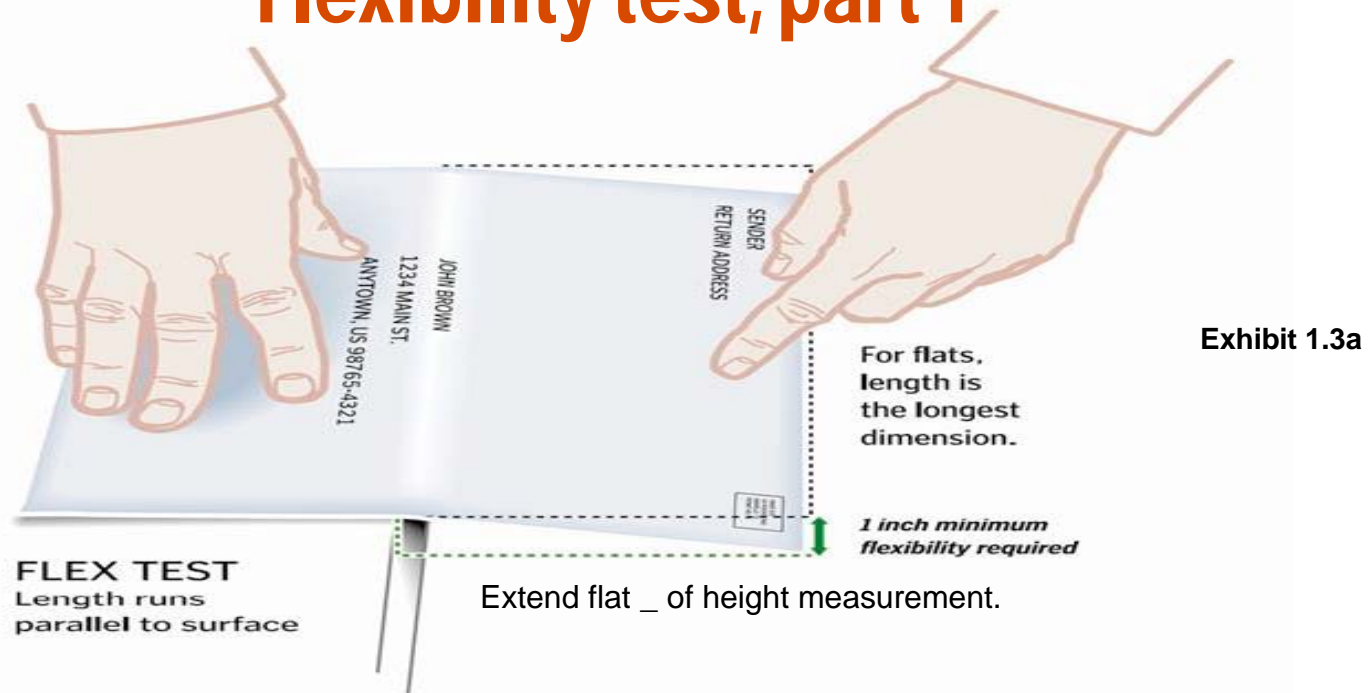
- More than 11 _" long, or more than 6 1/8" high, or more than _" thick.
- Not more than 15" long, or more than 12" high, or more than _" thick.
- Flexible.
- Rectangular or Square, with four square corners or with finished (rounded) corners that do not exceed a radius of 1/8".
- Uniform in thickness. **(Insert cannot exceed 1/4" variance from other contents in the envelope). If the 1/4" variance is exceeded, it is a parcel.**

*For Automated Flats specifications, refer to DMM 301.3



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Flexibility test, part 1



All flats (see [Exhibit 1.3a](#)):

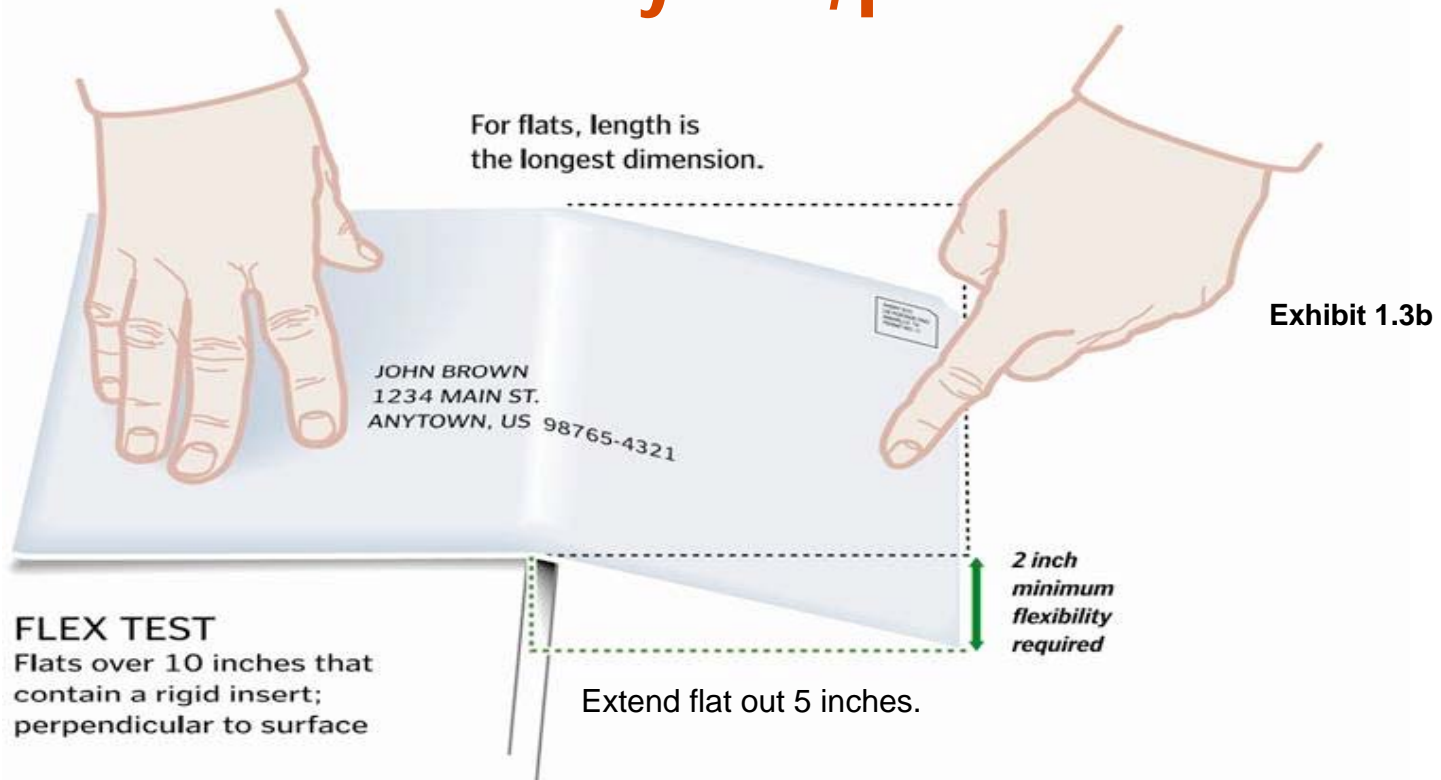
1. Place the piece with the length parallel to the edge of a flat surface and extend the piece halfway off the surface.
2. Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's length, exerting steady pressure.
3. The piece is not flexible if it cannot bend at least 1 inch vertically without being damaged.
4. The piece is flexible if it can bend at least 1 inch vertically without being damaged and it does not contain a rigid insert. **No further testing is necessary.**
5. Test the piece according to [1.3b](#). or [1.3c](#). below if it can bend at least 1 inch vertically without being damaged and it contains a rigid insert

The mail piece must bend in the middle. Contents must not be shifted to make the mail piece pass Or fail. If the mail piece fails the flexibility test, it is a parcel.



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Flexibility test, part 2



Flats 10 inches or longer that pass the test in [1.3a](#) and contain a rigid insert (see [Exhibit 1.3b](#)):

1. Place the piece with the length perpendicular to the edge of a flat surface and extend the piece 5 inches off the surface.
2. Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's width, exerting steady pressure.
3. Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 2 inches vertically without being damaged.

The mail piece must bend in the middle. Contents must not be shifted to make the mail piece pass Or fail.

If the mail piece fails the flexibility test, it is a parcel.



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Flexibility test, part 2

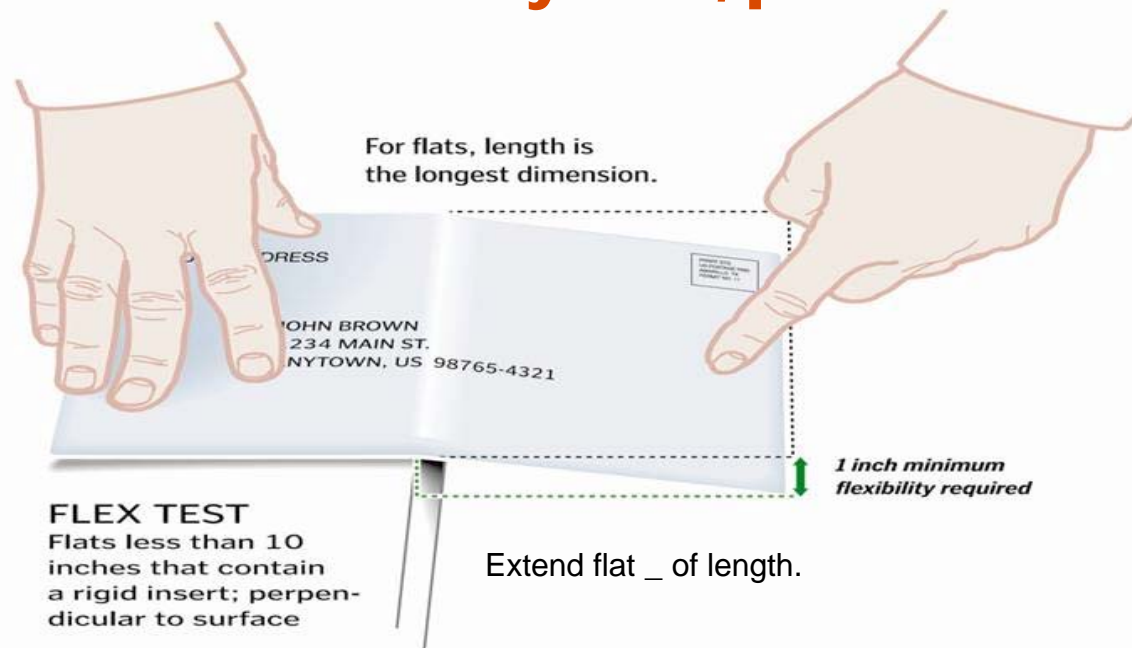


Exhibit 1.3c

Flats less than 10 inches long that pass the test in [1.3a](#) and contain a rigid insert (see [Exhibit 1.3c](#)):

1. Place the piece with the length perpendicular to the edge of a flat surface and extend the piece one-half of its length off the surface.
2. Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's width, exerting steady pressure.
3. Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 1 inch vertically without being damaged.

The mail piece must bend in the middle.

Contents must not be shifted to make the mail piece pass or fail.

If the mail piece fails the flexibility test, it is a parcel.