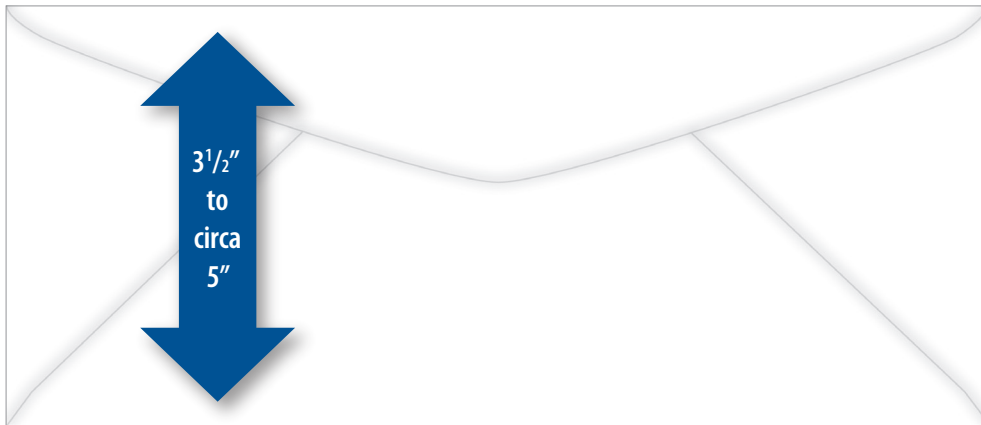
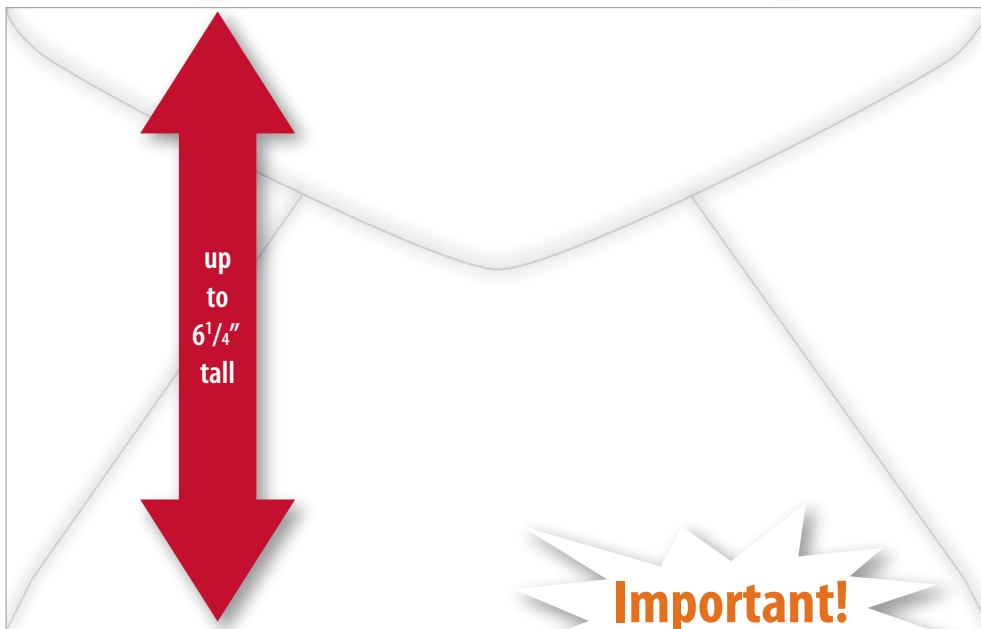


Postage rates and mailing recommendations to be aware of... USPS Rate Increase effective May 2012



A standard business envelope is mailed at a 1 oz rate of 45¢. You may tri-fold up to five sheets of paper when using this envelope. Do not overfill! If the mail-piece is too thick, there is a 20¢ additional charge.

Either can be up to 11 1/2" long!



We now have larger envelopes with a window and without. These envelopes also mailed at the 1 oz rate of 45¢. You may half-fold up to ten sheets of paper in this envelope. If you have over ten sheets, please insert the unfolded sheets into a flat which is 9" x 12" or 10" x 13".

Important!

If you are mailing up to ten sheets, the mailing rate difference between the envelopes shown above and the large envelopes that accommodate unfolded materials is close to double! For example...

Envelopes above (Business #10– 6" x 9")

Large Envelope (Flat) with unfolded contents

1 – 5 Sheets	45¢
5 – 8 Sheets	65¢
9 – 10 Sheets	85¢

1 – 5 Sheets	90¢
5 – 8 Sheets	\$1.10
9 – 10 Sheets	\$1.30

* **NOTE...**the above # of sheets listed above is a rough estimate of document weight developed for demonstration purposes. The rate may be lower or higher depending on paper density and weight. ☺