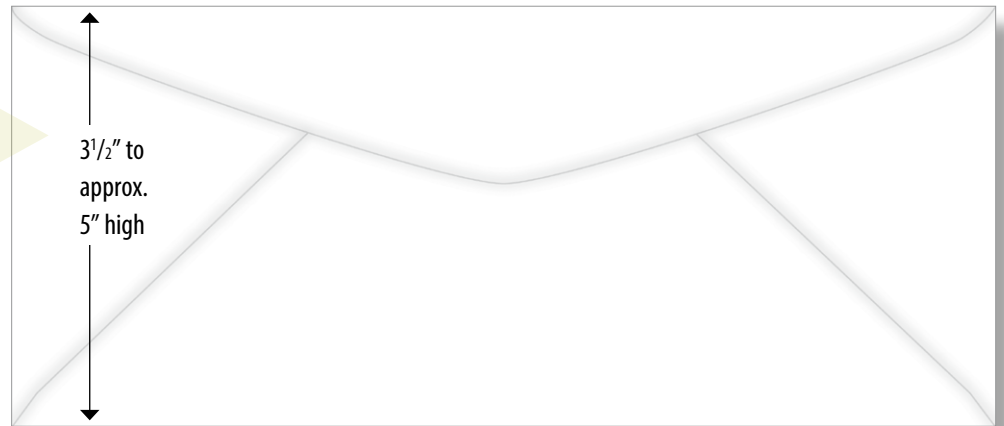




Postage rates and mailing recommendations to be aware of...

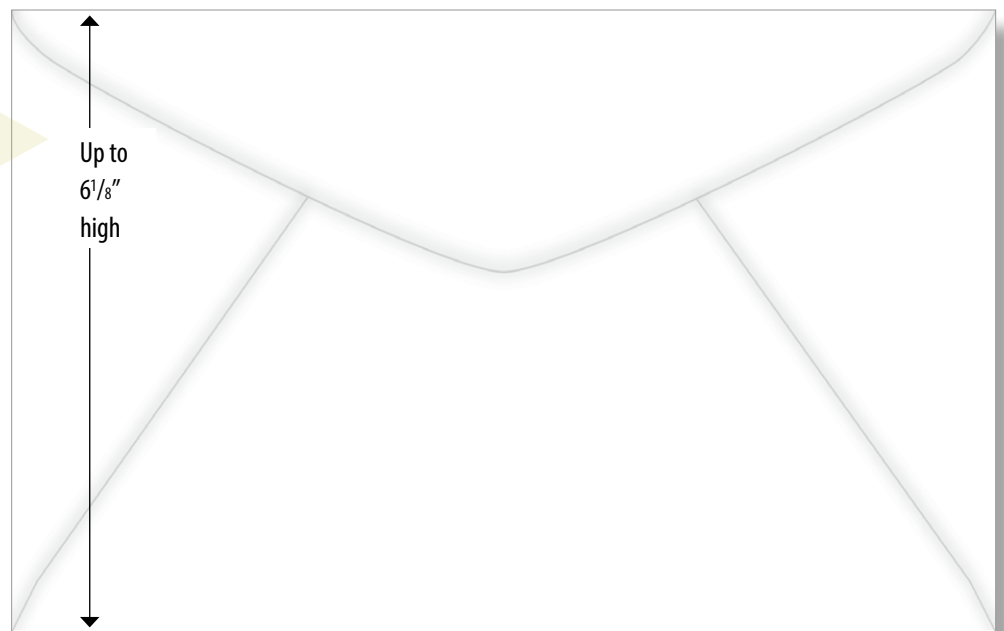
USPS Rate Change effective August 29, 2021

A standard business envelope is mailed at a 1 oz. stamp rate of 55¢. You may tri-fold up to five sheets of paper when using this envelope. **Do not over fill!** If the piece is more than 1/4" thick it must mail at flat rates (see below).



Either can be up to 11 1/2" long

We now have larger envelopes with a window and without. These envelopes are also mailed at the 1 oz. stamp rate of 55¢. 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".



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")

1 – 5 Sheets	58¢
5 – 8 Sheets	88¢
9 – 10 Sheets	\$1.18

Large Envelope (Flat) with unfolded contents

1 – 5 Sheets	\$1.16
5 – 8 Sheets	\$1.46
9 – 10 Sheets	\$1.76

* **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.