



Sort. Mail. Save.

with Pitney Bowes Presort Services

Leveraging our position as the USPS®'s largest workshare partner, we help mailers access reduced postage rates and eliminate the operational burden of processing Marketing Mail® flats and Bound Printed Matter. Not sure what mail classification fits your needs? Simply view the dimensions and details below to help make an informed decision.



Marketing Mail Flats

Common names include flats, heavy flats or large envelopes (bigger than the standard A10 size). Generic content that can be mailed wrapped, unwrapped, sleeved, poly bagged or enveloped. Items that could be sent as a Marketing Mail flat include:

- Booklets
- Catalogues
- Photo books
- Welcome Packets
- Brochures
- Enrollment kits
- Prospectuses

	Minimum	Maximum
Length*	11-1/2 inches	15 inches
Height*	6-1/8 inches	12 inches
Thickness*	1/4 inch	3/4 inch
Weight	1 oz	15.99 oz

*Flats exceed at least one of these dimensions

For more information, visit us online: pitneybowes.com



Bound Printed Matter Flats

Bound Printed Matter flats, although similar to Marketing Mail flats has a few key differences:

- Minimum weight is 1 lb
- No three ring binders
- Materials must be saddle stitched, stapled or glued

Examples of items that could be sent as a Bound Printed Matter Flat include:

- Annual Reports
- Books
- Catalogues
- Directories
- Magazines

	Minimum	Maximum
Length*	11-1/2 inches	15 inches
Height*	6-1/8 inches	12 inches
Thickness*	1/4 inch	3/4 inch
Weight	1 lb	15 lbs

*Flats exceed at least one of these dimensions



Bound Printed Matter Parcels

The Bound Printed Matter Parcel classification provides mailers with the flexibility to ship larger parcels while still enjoying lower mailing costs than other parcel shipping methods. Requirements include:

- Materials must be saddle stitched, stapled or glued
- No three ring binders
- Generic content
- Can be wrapped, unwrapped, sleeved or enveloped

Examples of items that could be sent as a Bound Printed Matter Flat include:

- Annual Reports
- Books
- Directories

	Minimum	Maximum
Length	6 inches	27 inches
Height	3 inches	17 inches
Thickness	1/4 inch	17 inches
Weight	1 lb	15 lbs