

## Save Postage Money by Tabbing

One of the easiest and most cost effective ways to save postage money on folded or open pieces is to tab or glue them closed. If your piece is folded, roll folded or tri-folded you probably can take advantage of tabbing them closed.

Not only does tabbing make your piece automation compatible reducing postage, but tabbing also keeps the mailer from coming open. Perforations on the Tabs/wafer seals make it easy for the recipient to open your piece.

When you or your designer lay out the mailing piece, keep tab placement in mind. If the piece comes to us unfolded (flat), many times we are able to fold and glue dot inline without the use of external tabs.



Non-enveloped letter-size mail pieces prepared for automation barcoded mailings must be secured (tabbed) to prevent an open edge from jamming in Postal equipment. Standards for tabbing are based on basis weight of paper stock and the location of the folded or bound edge. Spot glue is permissible with single-sheet self-mailers and folded card mailers. Your mailing address must be oriented so that the tab is above the mailing panel and not flipped upside down.

Below are several options, with paperweights for guides to tab placement. Please call your immedia account customer service representative for more details.

Pieces 7 inches or longer must be sealed on the top and bottom; the middle tab is optional.

An 8-1/2 x 11 inch sheet of 20, 24, or 28 pound bond paper folded once to 8-1/2 x 5-1/2 inches does not meet the minimum thickness of 0.009 inch for an automation-compatible letter. These pieces cannot mail automation regardless of how many tabs are applied. Increase your paperweight and decrease your postage.

Double Postcard

Tabs 1 (middle)  
Folded Edge Top or Bottom  
Sheets Single  
Paper Basis Weight 75 lb.



Folded Self-Mailer

Glue Dots Upper & Left Corner  
Open Edge Top  
Folded Edge Bottom  
Sheets Single  
Basis Weight 20 lb.



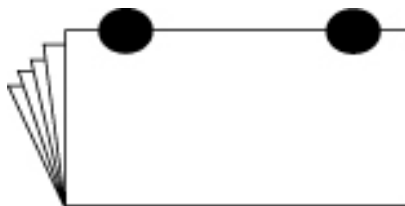
Folded Self-Mailer

Tabs 2 (start < 1 inch from edges)  
Folded Edge Top or Bottom  
Sheets Single  
Paper Basis Weight 20 lb.



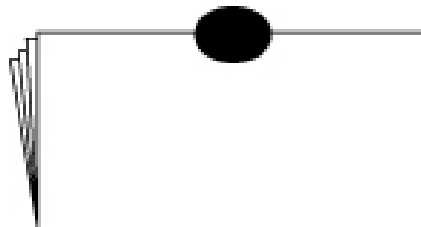
Booklet

Tabs 2 (start < 1 inch from edges)  
Spine Bottom  
Sheets Multiple with Cover  
Basis Weight 20 lb. (Cover)



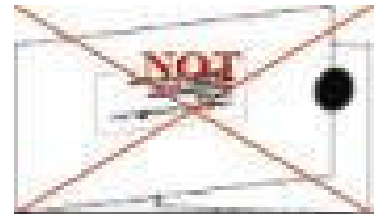
Folded Self-Mailer

Tabs 1 (middle)  
Folded Edge Bottom  
Sheets Multiple  
**Basis Weight 24 lb.**  
Sheets Single  
**Basis Weight 28 lb.**



Folded Self-Mailer

Open to the left of the address  
Tabs 1 (middle)  
Folded Edge Right  
Sheets Single  
Basis Weight 75 lb.



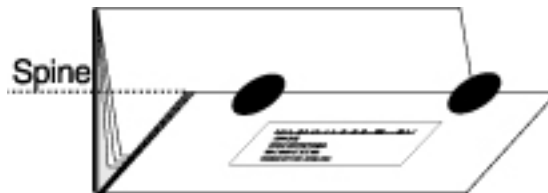
Folded Self-Mailer - Invitation Fold

Tab Address Label  
Folds Top and Bottom  
Sheets Multiple  
Basis Weight 20 lb.



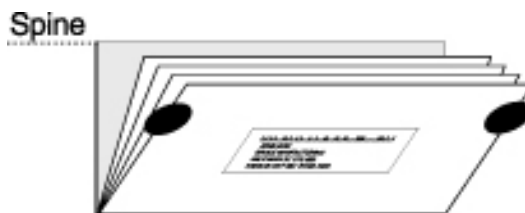
Folded Booklet

Tabs 2 (start < 1 inch from edges)  
Spine Top  
Folded Edge Bottom  
Sheets Multiple with Cover  
Basis Weight 20 lb. (Cover)



Folded Booklet

Tabs 2 (start < 1 inch from top edge) Spine  
Spine Top  
Folded Edge Bottom  
Sheets Multiple with Cover  
Basis Weight 20 lb. (Cover)



Booklet

Tabs 2 (start < 1 inch from top and bottom edges)  
Spine Right (open edge left)  
Sheets Multiple with Cover  
Basis Weight 24 lb. (Cover)

