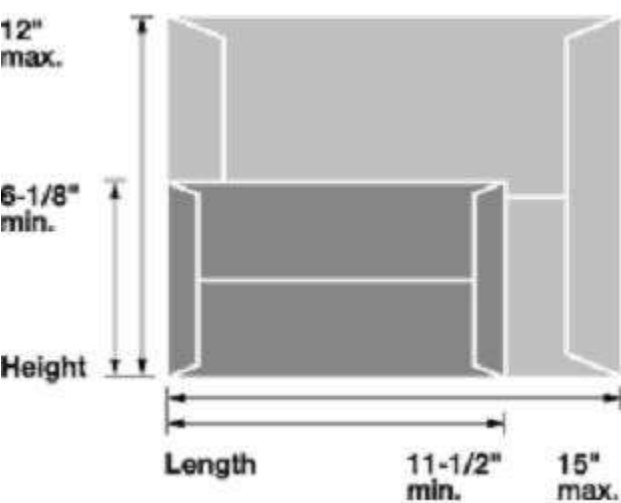


Large Envelopes and Flats

The Postal Service uses the word "flats" to refer to large envelopes, newsletters, and magazines. The words large envelopes and flats are used interchangeably. Whatever you call them, flats must:

- Have one dimension that is greater than 6-1/8 inches high OR 11-1/2 inches long OR 1/4 inch thick.
- Be no more than 12 inches high x 15 inches long x 3/4 inch thick.



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

\* Large Envelopes exceed one or more of the letter size maximum dimensions.

The maximum size for a flat provides plenty of room to put lots of material in the envelope. But keep in mind that [weight usually affects price](#)– the higher the weight the higher the postage, especially for First-Class Mail.

More about Physical Standards for Commercial Flats

Is it possible to fold your flat-size piece to [letter-size](#)? If so, you can save money because you'll pay the lower letter price.



What is long? What is high? For flats, "long" (the length) is the side parallel to the address as read. "High" (the height) is the side perpendicular to the length. This general rule does not apply to Automation flats and USPS Marketing Mail Carrier Route flats.

### Address Placement — Large Envelope Examples

Horizontal format is fine:

Top half

Top half

New Address Standards for Commercial Flat-Size Mail — Updated 3/201923

#1

#### PREFERRED ADDRESS PLACEMENT FLAT ENVELOPE — ANY CLASS

ORIENTATION: LANDSCAPE

#2

#### PREFERRED ADDRESS PLACEMENT FLAT ENVELOPE — ANY CLASS

ORIENTATION: PORTRAIT

### Address Placement — Catalog Example

Usually addressed on back cover:

Top half

Bound edge

New Address Standards for Commercial Flat-Size Mail — Updated 3/201920