

## Lettermail™ - Size, Shape and Weight Specifications

### Standard and Non-Coded

	<i>Envelope</i>	<i>Self-Mailer*</i>	<i>Card or Postcard</i>
<b>Length</b>			
<i>Minimum</i>	140mm (5 1/2")	140mm (5 1/2")	140mm (5 1/2")
<i>Maximum</i>	245mm (9 5/8")	245mm (9 5/8")	235mm (9 1/4")
<b>Width</b>			
<i>Minimum</i>	90mm (3 1/2")	90mm (3 1/2")	90mm (3 1/2")
<i>Maximum</i>	156mm (6 1/8")	156mm (6 1/8")	120mm (4 11/16")
<b>Thickness</b>			
<i>Minimum</i>	0.18mm (0.007")	0.18mm (0.007")	0.18mm (0.007")
<i>Maximum</i>	5mm (3/16")	5mm (3/16")	5mm (3/16")
<b>Weight</b>			
<i>Minimum</i>	3g	3g	N/A
<i>Maximum</i>	50g	50g	N/A

### Non-Standard Oversize

	<i>Envelope*</i>	<i>Card or Postcard*</i>
<b>Length</b>		
<i>Minimum</i>	140mm (5.5")	140mm (5.5")
<i>Maximum</i>	380mm (14 15/16")	380mm (14 15/16")
<b>Width</b>		
<i>Minimum</i>	90mm (3.5")	90mm (3.5")
<i>Maximum</i>	270mm (10 5/8")	270mm (10 5/8")
<b>Thickness</b>		
<i>Minimum</i>	0.5mm (0.019")	0.5mm (0.019")
<i>Maximum</i>	20mm (3/4")	20mm (3/4")
<b>Weight</b>		
<i>Minimum</i>	5g	N/A
<i>Maximum</i>	500g	N/A

#### NOTES

1. Standard items must be rectangular with a maximum length to height ratio of 2.6:1 and a minimum of 1.3:1.
2. A self-mailer is an article that does not have an outer cover, wrapping or envelope in addition to the paper or material on which the communication is written.
3. No specific weight requirements for cards, dependant upon grammage of paper used and the size of the card.
4. Items smaller than the minimum size for Lettermail™ are accepted at the standard Lettermail™ price if paid by postage stamps.

\* Oversize items that are greater than 10mm in thickness must have sufficient flexibility to bend uniformly around a 140mm radius along the length of the item without being damaged.

### Service Standards

Local: 2 business days  
 Provincial: 3 business days  
 National: 4 business days