

**First Class
mail takes**

**1 to 4
days**

bolger

Tabbing rules:

**2 to 3
for a booklet or
folded self-mailer**

bolger

**To qualify for auto-
insertion into an
envelope:**

**the envelope
has to be .25 bigger
than the insertion
piece on all sides**

bolger

**Self-Mailers:
always make sure**

**the fold is on
the bottom and
below the
address**

bolger

Mailing Cheat Sheet

We're going to go out on a limb and guess that mailing requirements aren't something that you keep top of mind. That's why we made this little cheat sheet—tiny reminders that you can put wherever you need them—no need to memorize.

www.bolger.com

Flat sizing:

**10.5 × 6
min.,
11.5 × 6.125
max.**

bolger

Max. postcard size:

**6 × 9
and mail
first class**

bolger

**Non-Profit and
Marketing Mail take**

**7 to 14
days**

(less if local)

bolger

**Folded Self-Mailer
sizing:**

**5 × 3.5 min.,
10.5 × 6 max.**

bolger