

16 de abril de 2009

DECANOS, DIRECTORES DE UNIDADES ACADÉMICAS Y ADMINISTRATIVAS



Oficina del Decano
de Administración


José Juan Estrada
Decano

NUEVAS DIRECTRICES DEL CORREO FEDERAL (ENMENDADA)

La Sra. Cynthia Escalera, Directora del Correo Interior del Recinto de Río Piedras, nos ha informado sobre la implantación de unas nuevas reglas para el trámite de la correspondencia general a través del Correo Federal. Conocer estos cambios es fundamental para que se agilice el envío de la correspondencia que el Recinto de Río Piedras tramita diariamente y evitar su devolución, la cual conlleva costos adicionales de franqueo. Por otra parte, debemos mantener actualizados los bancos de datos con las direcciones frecuentes para no duplicar los costos de envío. Se incluye información sobre los nuevos estándares, efectivos al 29 de marzo de 2009, e información adicional relacionada con mantener actualizados los bancos de direcciones, publicada en el periódico **El Nuevo Día** el 18 de febrero de 2009.

Conscientes de la importancia de estar actualizados con los cambios y regulaciones del Correo Federal, hemos coordinado un taller para capacitar el personal administrativo de su Unidad que prepara la correspondencia para su trámite. El taller será el **lunes, 27 de abril de 2009, en el Anfiteatro 3 de la Facultad de Educación de 9:00 a 11:30 a.m.**, el cual será ofrecido por personal del Correo Federal. Agradeceré identifique las personas que representarán a su unidad en el referido taller y se comuniquen con la señora Escalera en el Correo Interior, a través de las extensiones 3129 y 5338, con el fin de proveerle información de los compañeros que asistirán y número de contacto donde nos podamos comunicar con ellos.

Saludos cordiales.

Anejos

PO Box 23301
San Juan PR
00931-3301

787-764-0000
Exts. 3030 / 3034

Fax 787-764-2880
Ext. 1357

Postal Center Caribbean cuenta con el sistema de "Move Update" y "Fast Forward". Utilizando el sistema automatizado de "Fast Forward" su compañía, cooperativa, banco o industria no tendrán que preocuparse por este nuevo requerimiento del correo general en Puerto Rico. El costo por este servicio es mínimo a razón de \$0.0025 de centavo. Nosotros le proveemos las cartas con los cambios y/o copias de las mismas para que ustedes actualicen su base de datos. Para más información se pueden comunicar con este servidor a los teléfonos abajo descritos.

Jaime Coira
Vice Presidente Senior de Ventas y Mercadeo
787 763-1300
787 567-0404
jcoira@prtc.net

32 Negocios 2/18/09 El Día Directo

Correo busca reducir devoluciones

Empresas tendrán que actualizar sus listas de direcciones

POR MARIE CUSTODIO COLLAZO
mcustodio@elnuevodia.com

EL SERVICIO Postal de Estados Unidos (USPS, por sus siglas en inglés) comenzará a hacer cumplir una regulación existente que le exige a las empresas mantener actualizados los bancos de direcciones de sus clientes para evitar la devolución de correspondencia.

El programa "Move Update" lleva varios años funcionando y le requiere a los destinatarios llenar un formulario para informar un cambio de dirección. Esta información se almacena en una base de datos del USPS llamada COA (Change of Address), a la que las empresas pueden tener acceso para validar o actualizar las direcciones de sus clientes.

Las empresas o proveedores de servicio de envío de correspondencia tienen hasta el 11 de mayo para establecer un método que garantice que sus listas de direcciones están actualizadas, dijo Martín Caballero, gerente de Mercadeo de USPS, Distrito del Caribe.

En el caso de los clientes que no estén en COA, las empresas tienen hasta 95



ANGEL LA RIVERA

días para comunicarse con la persona o empresa para conseguir la nueva dirección y validarla.

Caballero señaló que las empresas que no manejan información sensible pueden delegar el cumplimiento de este requisito en un proveedor, como las compañías de mercadeo directo.

Si no cumplen con el "Move Update",

las empresas no podrán acogerse a precios especiales para el envío de correspondencia.

Caballero indicó que el sistema mejora la eficiencia y reduce los costos del USPS y de las empresas. Añadió que una carta devuelta puede costarle hasta \$10 a una compañía y retrasar la entrega varios días.

ASISTENTE:
seminario sobre nuevas regulaciones del Servicio Postal fueron orientados a través la importancia de cumplir con el programa "Move Update".

New Address Standards for Commercial Flat-Size Mail

Effective March 29, 2009

Address Placement

New address placement standards apply to all Periodicals, Standard Mail, and Package Services flats mailed at presort, carrier route, and automation prices (optional for First-Class Mail). The delivery address must be in the top half of the mailpiece.

The "top" is:

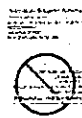
- Either of the shorter edges on enveloped or polywrapped pieces.
- The upper edge when the spine or final folded edge is placed on the right-hand side of an unenclosed piece.
- Either of the shorter edges on saturation Periodicals and Standard Mail pieces, without regard to the spine or final fold.

The address must be entirely within the top half, with two exceptions: On a loose enclosure polywrapped with a host piece, at least the first half-inch of each address line must remain within the top half throughout processing and delivery. On a digest-size flat, a vertical address may cross the midpoint if it begins or ends within 1 inch of the top edge.

Address Orientation

The address may be horizontal or vertical to the top edge, but not upside-down in relation to the top edge.

Vertical addresses can read right or left.



Address Characteristics

New address characteristics standards apply to all flats mailed at presort, carrier route, and automation prices.

Minimum Size

- All presorted and carrier route flats must be addressed using at least 8-point type (each letter or figure must be at least 0.080 inch high).
- Flats using an 11-digit POSTNET or an Intelligent Mail barcode may use 6-point type if the address is printed in all capital letters (each letter or figure must be at least 0.065 inch high).

Style

Two preferences for best read rates:

- Sans-serif font ("block" style letters such as Arial or Helvetica).
- ALL CAPITAL LETTERS.

Spacing

Additional standards for automation flats only:

- Address characters cannot overlap.
- Address lines cannot touch or overlap (0.028-inch clearance preferred).
- Address elements may be separated by no more than five blank spaces.

The "delivery address" is:

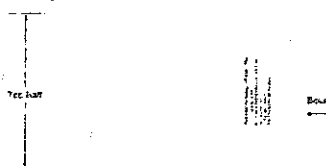
- Recipient lines
- Delivery address line
- City, state, ZIP Code

ATTN: BUDGET 94815
 ATTN: VICE PRESIDENT ROBERT JONES
 ABC COMPANY
 123 MAIN STREET
 ANYTOWN USA 99765-4321

Examples

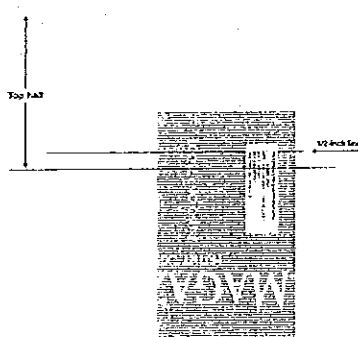
Magazine

Usually addressed on front cover



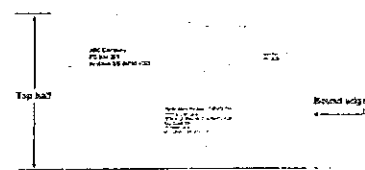
Magazine in Polywrap

Addressed on loose enclosure



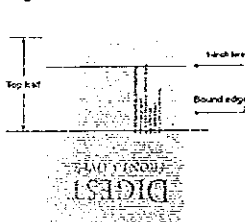
Catalog

Usually addressed on back cover



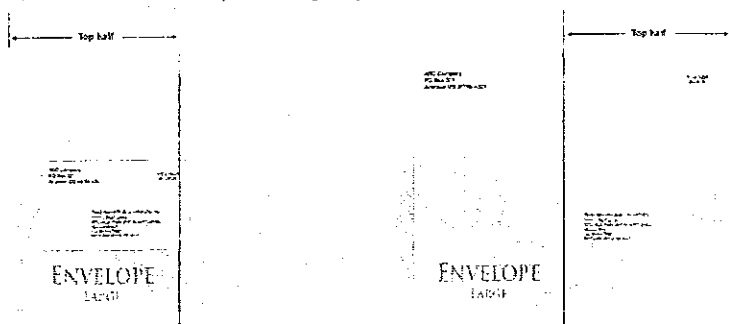
Small Digest

"Vertical" address may cross midpoint if it begins or ends within 1 inch of top edge



Large Envelopes

Horizontal format is fine — "top" is left or right edge



FLATS ADDRESS PLACEMENT

EFFECTIVE DATE: March 29, 2009

Reference: DMM 302

The Postal Service adopts new address placement and formatting requirements for Periodicals, Standard Mail®, Bound Printed Matter, Media Mail®, and Library Mail flat-size pieces sent at automation, presorted, or carrier route prices. We also adopt related revisions for automation and presorted First-Class Mail® flats.

The new standards require:

- The entire delivery address in the upper portion of all Periodicals, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flat-size pieces mailed at automation, presorted, or carrier route prices.
- The new standards define "upper portion" as the top half of a mailpiece; however, we encourage mailers to place the address as close to the top edge as possible (while still maintaining a 1/8-inch clearance from the edges).
- For enveloped or polywrapped flat mail, the upper or top half is either of the shorter edges of the mailpiece. If the delivery address is placed on an insert polywrapped with the host piece, refer to the illustration on Page 4 for additional guidelines.
- For bound or folded flat mail, the bound or final folded edge must be vertical and on the right side, with an exception for Carrier Route (or Enhanced Carrier Route) saturation mail, where either of the shorter edges can be the top.
- Mailers may place the address parallel or perpendicular to the top edge within the upper portion of the mailpiece, but not upside down as read in relation to the top edge.
- If a vertical address does not fit in the upper half, address may pass midpoint if placed within 1" of the top edge.
- Mailers must also address ALL presorted, automation (this includes First-Class Mail in addition to the classes of mail mentioned above), and carrier route flat-size mailpieces using a minimum of 8-point type (.080" high), with our preference being all caps and using a sans serif font, or;
- If the mailpiece bears a POSTNET™ or Intelligent Mail® barcode with a delivery point routing code for automation pricing, the address may be a minimum of 6-point type (.065" high) in all capital letters.
- In addition, for ALL automation price pieces, the characters in the address must not overlap, the address lines must not touch or overlap, and each address element may be separated by no more than five blank character spaces.
- Postage and delivery address must be on the same side of the mailpiece. Postage must be in the top, right corner of the mailpiece or address area. Postage must have the same "read direction" as the delivery address. This does not apply to Periodicals that are not required to display postage.

ILLUSTRATIONS

Exhibit 2.2 Delivery Address on Enveloped or Polywrapped Pieces

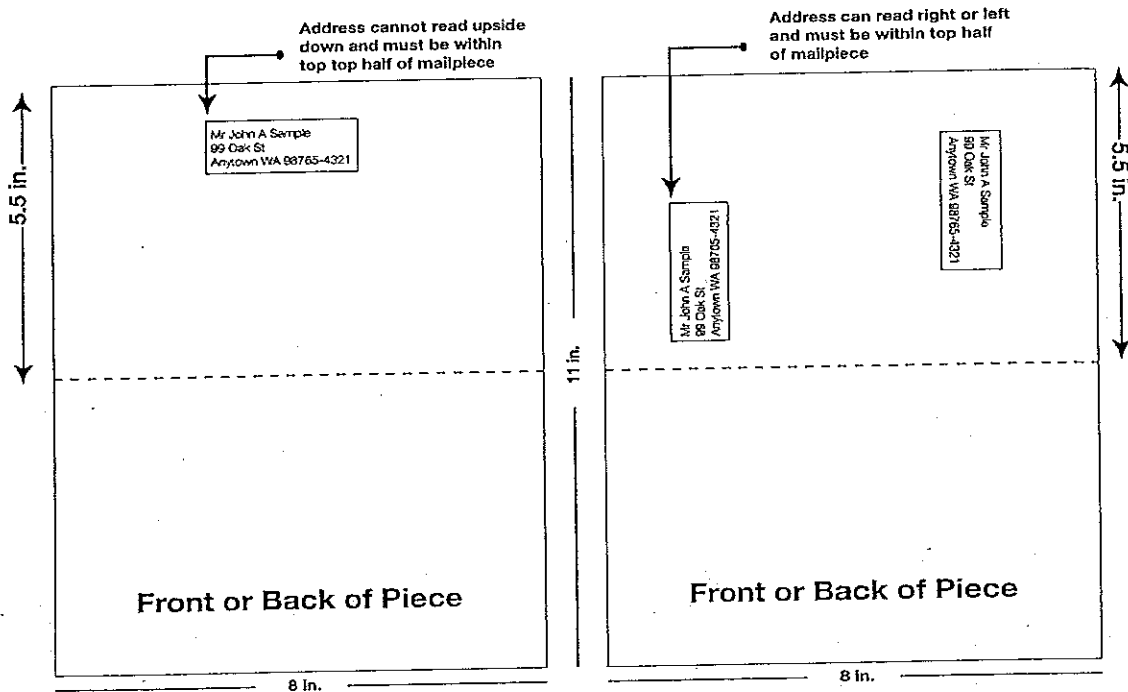
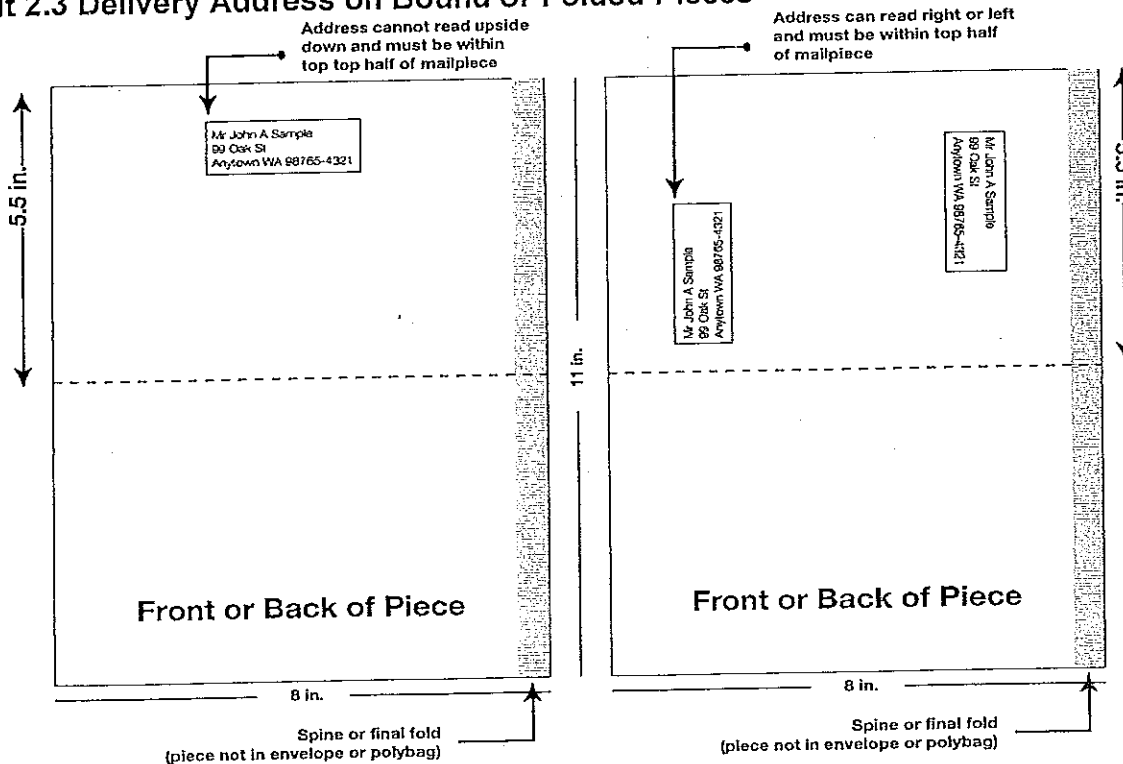


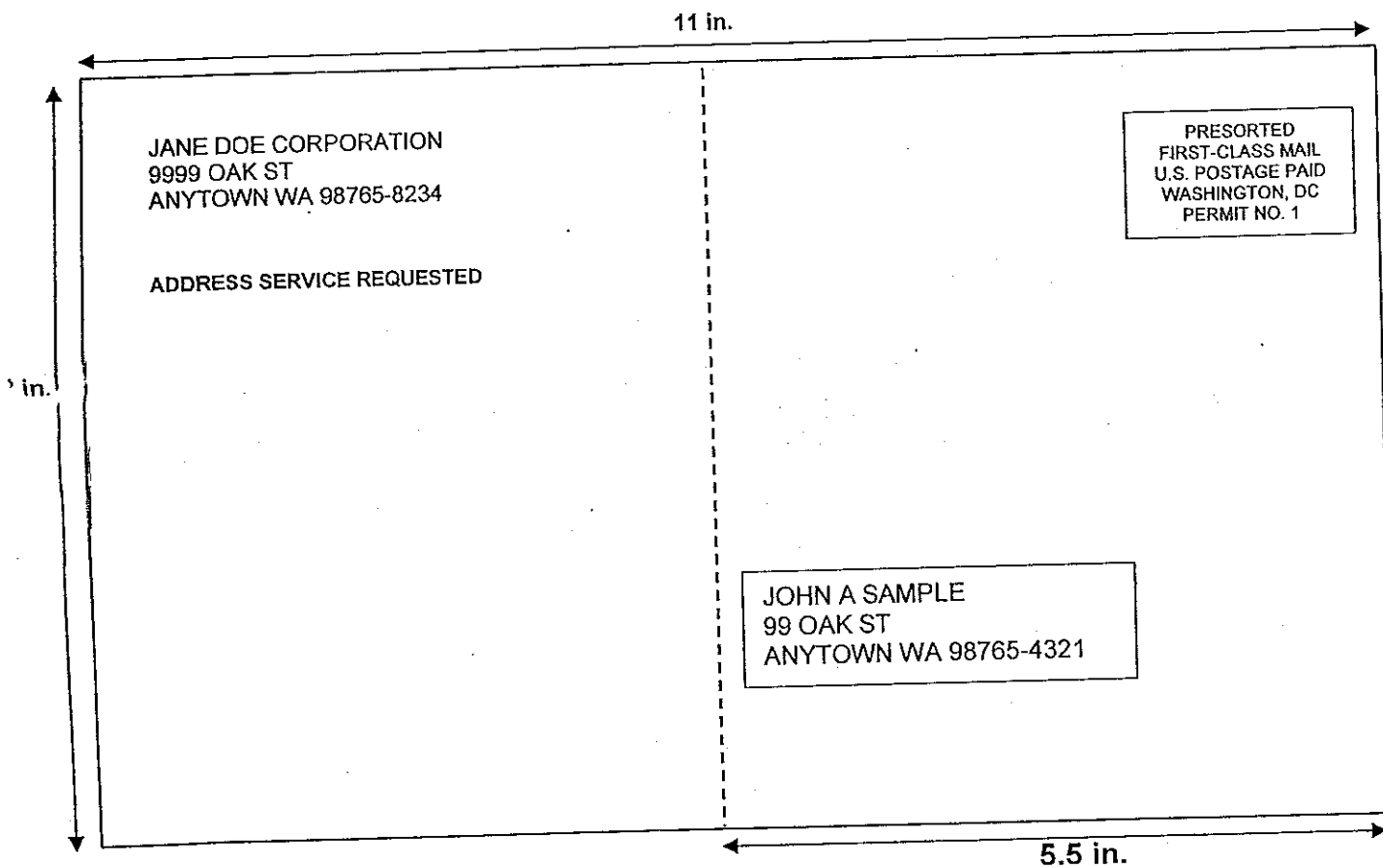
Exhibit 2.3 Delivery Address on Bound or Folded Pieces



ILLUSTRATION

Delivery Address on Enveloped or Polywrapped Pieces in Landscape Orientation

It is possible to mail an envelope that is addressed to be viewed in Landscape Orientation and still be in compliance with the rules. Our preference would be to position the delivery address on the right half of the envelope. Remember, postage must be in upper right corner of mailpiece or upper right corner of addressing area when orientated to read the address and postage.



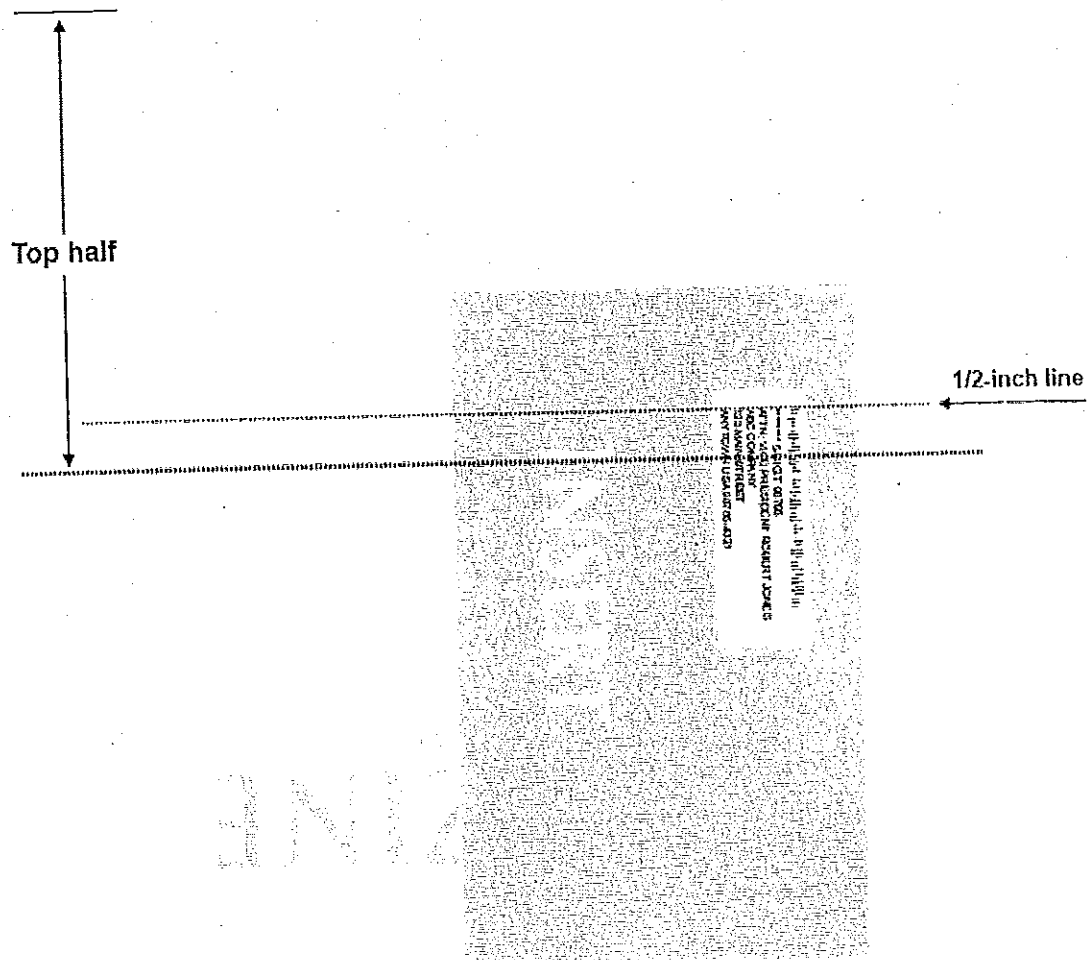
When this envelope is turned and viewed vertically in a Portrait Orientation, you can see that this area is still in the upper half of the mailpiece. This design will comply with the Flats Address Placement rules.

If the delivery address is placed on an insert polywrapped with the host piece:

1. The address must not appear on a component that *rotates* within the bag.
2. The address must remain visible throughout the addressed component's range of motion.
3. The insert must be affixed to maintain the address entirely in the top half throughout processing and delivery; or, if not affixed, the insert must maintain at least the beginning 0.5 inch of the address in the top half. The "beginning 0.5 inch" means the first half-inch of the recipient, delivery address, and city/state/ZIP Code lines, and not the end of each line.

Magazine in Polywrap

Addressed on loose enclosure



NEW ADDRESS REQUIREMENTS

Bound Printed Matter, Media Mail, And Library Mail Flats

Who Should Read This Fact Sheet?

Mailers who are sending:

- Flat-size Bound Printed Matter (such as catalogs) using the Presorted or Carrier Route prices.
- Flat-size Media Mail or Library Mail (such as large envelopes) using the Presorted prices.

To use these prices, you must send at least 300 pieces at a time, prepared and sorted according to Postal Service guidelines. Certain content and other restrictions apply.

What Are The New Address Requirements?

The new requirements affect address characteristics (how the address looks) and address placement (where the address is located).

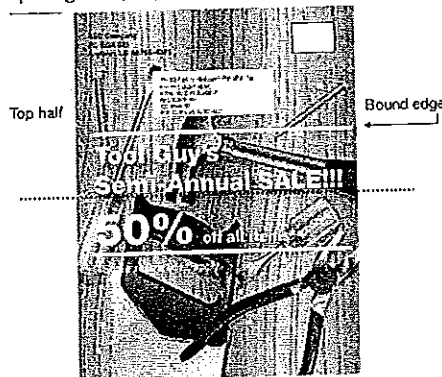
- Mailers must address each piece using a minimum of 8-point type. Each character must be at least 0.080 inch high.
- If the mailpiece bears a POSTNET or Intelligent Mail barcode with a delivery point routing code, mailers may use 6-point type in all capital letters. Each character must be at least 0.065 inch high.
- On all Bound Printed Matter pieces claiming a barcode discount, the characters in the address must not overlap, the address lines must not touch or overlap, and each address element may be separated by no more than five blank character spaces. (A blank character space can equal the width of the widest letter used in the type.)
- Mailers must place the delivery address in the "top half" of the mailpiece.

How Do I Determine The Top Half Of The Mailpiece?

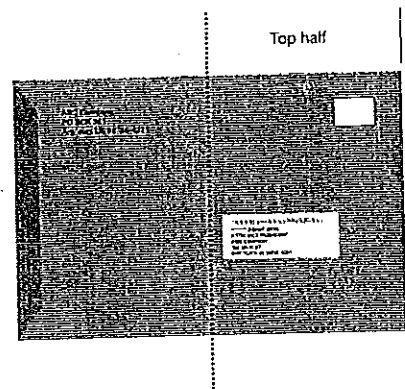
There are several options. For enveloped or polywrapped pieces, and all saturation Carrier Route pieces, the "top" of the mailpiece is either of the shorter edges. For pieces that are not enclosed in envelopes or polywrap, the "top" is the upper edge when the bound edge (or the final fold) is vertical and on the right side of the piece.

Once you choose a top edge, measure halfway down the piece, and that's the top half. Your address (recipient lines, delivery address lines, and city/state/ZIP Code line) must be entirely within the top half. If you have a shorter mailpiece, the address can run into the bottom half if you place it within an inch of the top edge.

You can place the delivery address on the front or the back of the mailpiece, but it must be on the same side as the postage. The address may be parallel or perpendicular to the top edge, but not upside-down as read in relation to the top edge. A perpendicular address can face to the left or the right.



Catalog addressed on back cover. "Top" is the upper edge when the spine is on the right.



Large envelope. "Top" is the left or right edge as viewed in this horizontal orientation. The "top half" could be either the left or right half.



NEW ADDRESS REQUIREMENTS

Where Do I Place My Postage And Return Address?

Place them in relation to the delivery address as it is read, just like you do today. The postage should appear to the right or upper right of the delivery address, and the return address should appear to the upper left of the delivery address. The very best place for the return address is at least 1 inch above and 1 inch to the left of the delivery address.

If your delivery address won't allow enough room for the postage and return address, move it to another position within the top half. Remember, there are multiple options.

When Do These Changes Take Effect?

Mailings must comply no later than March 29, 2009.

Why Are These Changes Needed?

Clear, legible addresses ensure accurate sorting, redirection, and delivery; enable high-speed processing; and minimize service delays. Consistent address placement is needed to take advantage of new flats processing technology and will significantly increase efficiency, which helps keep postage prices affordable.

What Happens If My Mail Doesn't Comply?

Your mail must meet the published standards to qualify for Bound Printed Matter, Media Mail, and Library Mail prices, including the new address requirements. If the standards are not met, you may pay additional postage or correct and re-enter your mail.

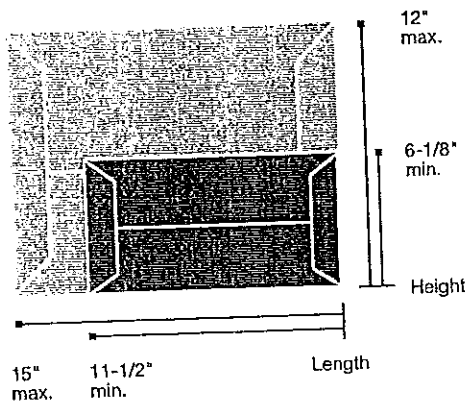
Where Can I Find More Information?

You can access the May 7 *Federal Register* notice on Postal Explorer at pe.usps.com. Click on "Federal Register" in the left frame, and scroll down to the entry titled, "New Address Requirements for Automation, Presorted, and Carrier Route Flat-Size Mail."

If you have questions about a particular mailpiece, your local Mailpiece Design Analyst can help. To find an Analyst, enter your ZIP Code in the lookup tool on Postal Explorer (click on "Postal Locator" in the left frame, then "Mailpiece Design Analyst").

The *Domestic Mail Manual* also is available on Postal Explorer and provides all of the mailing standards and pricing options for Bound Printed Matter, Media Mail, and Library Mail flats. We will add the new address requirements to *Domestic Mail Manual* chapter 302 when they take effect in March 2009.

Flats Dimensions



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

* Nonautomation flats exceed at least one of these dimensions. Automation flats must be at least 5 inches high and 6 inches long. For flats, length is the longest dimension.

Standard Mail Flats

Who Should Read This Fact Sheet?

Business mailers who are sending flat-size Standard Mail (such as large envelopes, catalogs, and circulars). To use the Standard Mail prices, you must send at least 200 pieces or 50 pounds of mail at a time, prepared and sorted according to Postal Service guidelines.

What Are The New Address Requirements?

The new requirements affect address characteristics (how the address looks) and address placement (where the address is located).

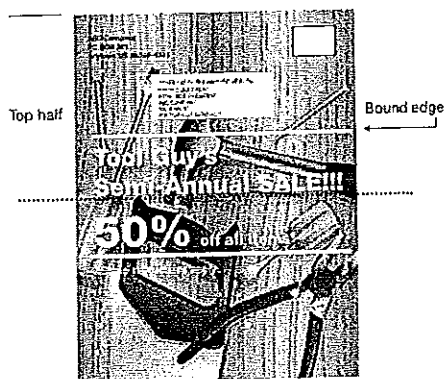
- Mailers must address each piece using a minimum of 8-point type. Each character must be at least 0.080 inch high.
- If the mailpiece bears a POSTNET or Intelligent Mail barcode with a delivery point routing code, mailers may use 6-point type in all capital letters. Each character must be at least 0.065 inch high.
- On all automation pieces, the characters in the address must not overlap, the address lines must not touch or overlap, and each address element may be separated by no more than five blank character spaces. (A blank character space can equal the width of the widest letter used in the type.)
- Mailers must place the delivery address in the "top half" of the mailpiece.

How Do I Determine The Top Half Of The Mailpiece?

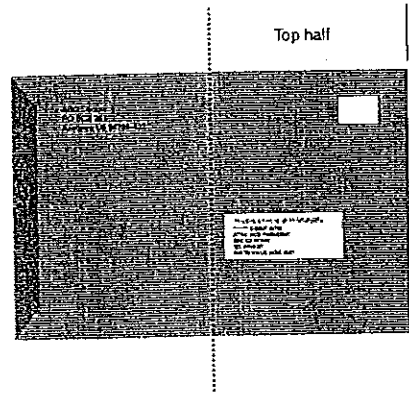
There are several options. For enveloped or polywrapped pieces, and all saturation Carrier Route pieces, the "top" of the mailpiece is either of the shorter edges. For pieces that are not enclosed in envelopes or polywrap, the "top" is the upper edge when the bound edge (or the final fold) is vertical and on the right side of the piece.

Once you choose a top edge, measure halfway down the piece, and that's the top half. Your address (recipient lines, delivery address lines, and city/state/ZIP Code line) must be entirely within the top half. If you have a shorter mailpiece, the address can run into the bottom half if you place it within an inch of the top edge.

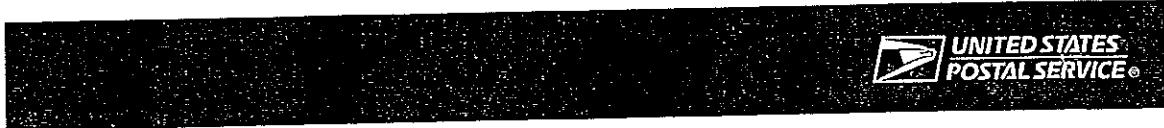
You can place the delivery address on the front or the back of the mailpiece, but it must be on the same side as the postage. The address may be parallel or perpendicular to the top edge, but not upside-down as read in relation to the top edge. A perpendicular address can face to the left or the right.



Catalog addressed on back cover. "Top" is the upper edge when the spine is on the right.



Large envelope. "Top" is the left or right edge as viewed in this horizontal orientation. The "top half" could be either the left or right half.



Where Do I Place My Postage And Return Address?

Place them in relation to the delivery address as it is read, just like you do today. The postage should appear to the right or upper right of the delivery address, and the return address should appear to the upper left of the delivery address. The very best place for the return address is at least 1 inch above and 1 inch to the left of the delivery address.

If your delivery address won't allow enough room for the postage and return address, move it to another position within the top half. Remember, there are multiple options.

When Do These Changes Take Effect?

Mailings must comply no later than March 29, 2009.

Why Are These Changes Needed?

Clear, legible addresses ensure accurate sorting, redirection, and delivery; enable high-speed processing; and minimize service delays. Consistent address placement is needed to take advantage of new flats processing technology and will significantly increase efficiency, which helps keep postage prices affordable.

What Happens If My Mail Doesn't Comply?

Your mail must meet the published standards to qualify for Standard Mail prices, including the new address requirements. If the standards are not met, you may pay additional postage or correct and re-enter your mail.

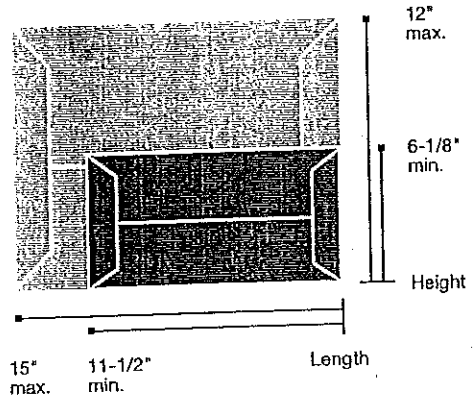
Where Can I Find More Information?

You can access the May 7 *Federal Register* notice on Postal Explorer at pe.usps.com. Click on "Federal Register" in the left frame, and scroll down to the entry titled, "New Address Requirements for Automation, Presorted, and Carrier Route Flat-Size Mail."

If you have questions about a particular mailpiece, your local Mailpiece Design Analyst can help. To find an Analyst, enter your ZIP Code in the lookup tool on Postal Explorer (click on "Postal Locator" in the left frame, then "Mailpiece Design Analyst").

The *Domestic Mail Manual* also is available on Postal Explorer and provides all of the mailing standards and pricing options for Standard Mail flats. We will add the new address requirements to *Domestic Mail Manual* chapter 302 when they take effect in March 2009.

Flats Dimensions



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

* Nonautomation flats exceed at least one of these dimensions. Automation flats must be at least 5 inches high and 6 inches long. For flats, length is the longest dimension.

First-Class Mail Flats

Who Should Read This Fact Sheet?

Mailers who are sending flat-size mail (such as large envelopes) at Automation and Presorted First-Class Mail prices. To use these prices, you must mail at least 500 pieces at a time, prepared and sorted according to Postal Service guidelines.

What Are The New Address Requirements?

- Mailers must address each piece using a minimum of 8-point type. Each character must be at least 0.080 inch high.
- If the mailpiece bears a POSTNET or Intelligent Mail barcode with a delivery point routing code, mailers may use 6-point type in all capital letters. Each character must be at least 0.065 inch high.
- On all automation pieces, the characters in the address must not overlap, the address lines must not touch or overlap, and each address element may be separated by no more than five blank character spaces. (A blank character space can equal the width of the widest letter used in the type.)

SUE SMITH
 MAJOR COMPANY INC
 123 MAIN STREET STE 9
 ANYTOWN US 12345-1234

Type is larger than 8 points and characters and lines are clearly separated, with no large gaps between address elements.

When Do These Changes Take Effect?

Mailings must comply no later than March 29, 2009.

Why Are These Changes Needed?

Clear, legible addresses ensure accurate sorting, redirection, and delivery; enable high-speed processing; and minimize service delays.

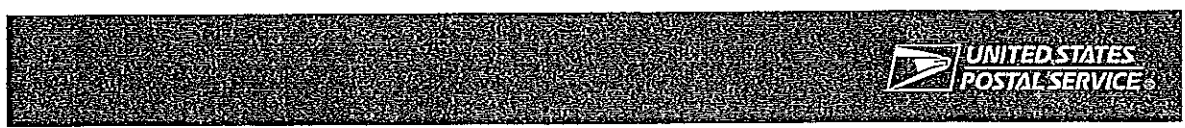
What Happens If My Mail Doesn't Comply?

Your mail must meet the published standards to qualify for Automation or Presorted First-Class Mail prices, including the new address requirements. If the standards are not met, you may pay additional postage or correct and re-enter your mail.

Where Can I Find More Information?

You can access the May 7 *Federal Register* notice on Postal Explorer at pe.usps.com. Click on "Federal Register" in the left frame, and scroll down to the entry titled, "New Address Requirements for Automation, Presorted, and Carrier Route Flat-Size Mail." The notice provides new address requirements for all types of flat-size mail — some of the information does not apply to First-Class Mail.

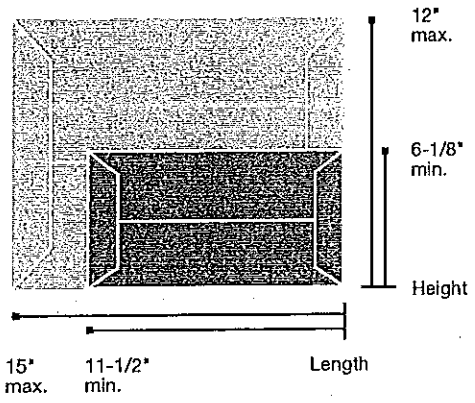
If you have questions about a particular mailpiece, your local Mailpiece Design Analyst can help. To find an Analyst, enter your ZIP Code in the lookup tool on Postal Explorer (click on "Postal Locator" in the left frame, then "Mailpiece Design Analyst").



NEW ADDRESS REQUIREMENTS

The *Domestic Mail Manual* also is available on Postal Explorer and provides all of the mailing standards and pricing options for First-Class Mail flats. We will add the new address requirements to *Domestic Mail Manual* section 302.2.4 when they take effect in March 2009.

Flats Dimensions



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

* Nonautomation flats exceed at least one of these dimensions. Automation flats must be at least 5 inches high and 6 inches long. For flats, length is the longest dimension.

Periodicals Flats

Who Should Read This Fact Sheet?

Mailers who are sending flat-size Periodicals (such as magazines and newspapers). To use the Periodicals prices, your publication must be specially authorized, and you must prepare and sort your mail according to Postal Service guidelines.

What Are The New Address Requirements?

The new requirements affect address characteristics (how the address looks) and address placement (where the address is located).

- Mailers must address each piece using a minimum of 8-point type. Each character must be at least 0.080 inch high.
- If the mailpiece bears a POSTNET or Intelligent Mail barcode with a delivery point routing code, mailers may use 6-point type in all capital letters. Each character must be at least 0.065 inch high.
- On all automation pieces, the characters in the address must not overlap, the address lines must not touch or overlap, and each address element may be separated by no more than five blank character spaces. (A blank character space can equal the width of the widest letter used in the type.)
- Mailers must place the delivery address in the "top half" of the mailpiece.

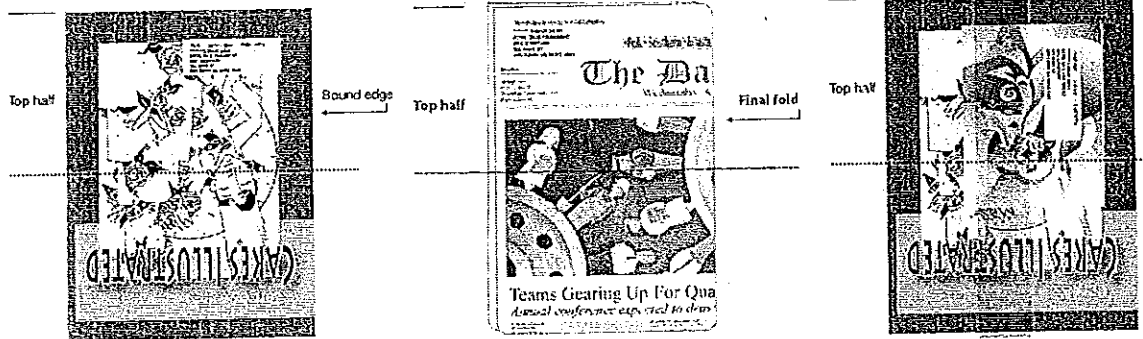
How Do I Determine The Top Half Of The Mailpiece?

There are several options. For enveloped or polywrapped pieces, and all saturation Carrier Route pieces, the "top" of the mailpiece is either of the shorter edges. For pieces that are not enclosed in envelopes or polywrap, the "top" is the upper edge when the bound edge (or the final fold) is vertical and on the right side of the piece.

Once you choose a top edge, measure halfway down the piece, and that's the top half. Your address (recipient lines, delivery address lines, and city/state/ZIP Code line) must be entirely within the top half. If you have a small mailpiece, like a digest-size magazine, the address can run into the bottom half if you place it within an inch of the top edge.

You can place the address on the front or the back of the mailpiece. The address may be parallel or perpendicular to the top edge, but not upside-down as read in relation to the top edge. A perpendicular address can face to the left or the right.

Keep in mind that the title of your publication must be displayed prominently. Do not cover it with the delivery address.



Unenclosed magazine addressed on front cover. "Top" is the upper edge when the spine is on the right.

Quarter-folded newspaper. "Top" is upper edge when the final fold is on the right.

Magazine in polybag addressed on an insert. "Top" is either of the shorter edges. The insert must remain in the top half during processing and delivery.



NEW ADDRESS REQUIREMENTS

Do The New Address Standards Apply To Inserts?

Yes. If you place the delivery address on an insert polybagged with the host piece, the address must meet the requirements for type size and spacing, and must stay within the top half of the host piece during processing and delivery.

When Do These Changes Take Effect?

Mailings must comply no later than March 29, 2009.

Why Are These Changes Needed?

Clear, legible addresses ensure accurate sorting, redirection, and delivery; enable high-speed processing; and minimize service delays. Consistent address placement is needed to take advantage of new flats processing technology and will significantly increase efficiency, which helps keep postage prices affordable.

What Happens If My Mail Doesn't Comply?

Your mail must meet the published standards to qualify for Periodicals prices, including the new address requirements. If the standards are not met, you may pay additional postage or correct and re-enter your mail.

Where Can I Find More Information?

You can access the May 7 *Federal Register* notice on Postal Explorer at pe.usps.com. Click on "Federal Register" in the left frame, and scroll down to the entry titled, "New Address Requirements for Automation, Presorted, and Carrier Route Flat-Size Mail."

If you have questions about a particular mailpiece, your local Mailpiece Design Analyst can help. To find an Analyst, enter your ZIP Code in the lookup tool on Postal Explorer (click on "Postal Locator" in the left frame, then "Mailpiece Design Analyst").

The *Domestic Mail Manual* also is available on Postal Explorer and provides all of the mailing standards and pricing options for Periodicals flats. We will add the new address requirements to *Domestic Mail Manual* chapters 302 and 707 when they take effect in March 2009.

Flats Dimensions

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

* Nonautomation flats exceed at least one of these dimensions. Automation flats must be at least 5 inches high and 6 inches long. For flats, length is the longest dimension.