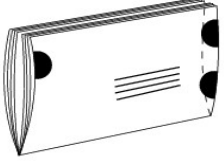
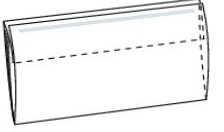
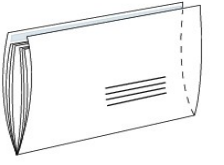
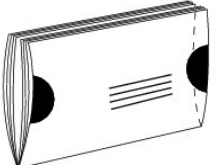
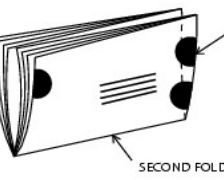
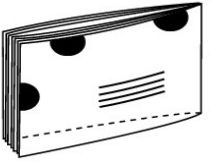


3.15 Booklets Definition [9-8-09] Booklets must have a bound edge. Sheets that are fastened with at least two staples in the manufacturing fold (saddle stitched), perfect bound, pressed-glued, or joined together by another binding method that produces an end where pages are attached together are considered booklets. Booklets are open on three sides before sealing, similar in design to a book. In general, booklets must be uniformly thick. Large bound booklets that are folded for mailing qualify for automation and machinable prices if the final mailpiece remains nearly uniform in thickness.

3.15.2 Paper [9-8-09] Booklet covers generally must be made with a minimum paper basis weight of 60-pounds or equivalent. Minimum basis weights are higher for some designs (see 3.15.4).

Exhibit 3.15.4 Booklet Design	If The Spine Or Final Fold Is...	Length/height	Cover Stock	Sealing	Tab In These Locations
1 Simple Spine 	Spine or final fold on the bottom (longer) edge.	5" to 9" long Over 9", up to 10.5" long Max 6" high	50-pound 60-pound	Three 1.5" non-perforated tabs	Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs within 1 inch from the top edge.
2 Simple Spine 	Spine on bottom; longer front cover folded over inside pages to create a nonperforated inner flap sealed within top edge.	5" to 9.5" long Max 6" high	80-pound	Continuous glue line or glue spots	Perfect bound or saddle stitched, flap sealed inside, continuous glue line along flap preferred, minimum 1 inch glue spots acceptable if placed within 3/4 inch of right and left edges.
3 Simple Spine 	Spine on the bottom (longer) edge, Cover extends no more than 1/2 inch beyond inner pages.	5" to 9.5" long Max 6" high	80-pound	Continuous glue line or glue spots	Perfect bound or saddle stitched with a continuous glue line along the 1/2 inch cover overhang preferred, minimum 1 inch glue spots acceptable if placed within 3/4 inch of right and left edges.
4 Simple Spine - Wallet Style 4" height only 	Spine on the bottom (longer) edge. 4" height only. Maximum Weight 2.5 ounces.	5.2" to 8" long Max 4" high	60-pound for cover and pages 70-pound cover with 50-pound pages	Two 1.5" or 2" non-perforated tabs	One tab on leading edge and one tab on trailing edge. Booklets up to 2 ounces: <ul style="list-style-type: none"> 1.5" tabs 1-1/4" from bottom edge Over 2 ounces up to 2.5 oz: <ul style="list-style-type: none"> 2" tabs 3/4" from bottom edge ±1/8" vertical tolerance for tab placement for both tab sizes.
5 Folded 	Final fold on the bottom (longer) edge, with the folded spine on the leading or trailing (shorter) edge.	5" to 10.5" long Max 6" high	40-pound	Three 1.5" non-perforated tabs	Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs within 1 inch from the top edge.
6 Oblong 	Spine on the leading (shorter) edge.	5" to 9" long Over 9", up to 10.5" long Max 6" high	60-pound 70-pound	Three 1.5" non-perforated tabs	Two tabs on top edge; one tab on trailing edge. Position top tabs 1 inch from left and right edge. Position trailing tab in the middle.