



# Printing and Mailing Guidelines

for the

## City of Portland



## Mail Piece Examples

The following are common examples the most common form of self-mailers. Following the standards for size, paper type and weight, and basic layout elements are encouraged to achieve maximum postal discounts wherever possible.

### ■ **Folded Self-Mailer (Single Sheet)**

Tab sealed, one in the middle along the top

Fold appears at the bottom only (tri-fold)

Address must appear on middle panel

70# basis weight paper recommended



### ■ **Folded Self-Mailer (Multiple Sheets)**

Tab sealed, two tabs 1" from each edge

Fold appears at bottom

Address must appear on middle panel

70# basis weight for cover sheet, 20# inner sheets

### ■ **Double Postcard**

Tab sealed, one in the middle along the top

Fold appears at bottom

Single sheet

90# basis weight paper



### ■ **Booklet**

Tab sealed, two tabs 1" from each edge

Fold appears at bottom

Multiple sheets with cover

70# basis weight paper

