



December 9, 2010

Patti Krisak  
Owner  
WNC Supply  
37841 N 16th Street  
Phoenix, AZ 85086-0752

Dear Ms. Krisak:

This is in response to your request for written confirmation that your disc mailers are eligible for machinable prices when presented for mailing at either a Post Office retail window or through a Business Mail Entry unit.

The samples you submitted are glossy cardstock enveloped mailpieces that are  $5\frac{13}{16}$  inches in height, 9 inches in length and less than  $\frac{1}{4}$  inch thick. The samples are prepared with a permanently glued flap for sealing. Each piece is prepared with an internal pocket positioned symmetrically on the vertical center line that houses a single discs.

Enveloped letters containing a single disc with the following characteristics are considered automation-compatible and do not require further testing for automation-compatibility or approval (*Domestic Mail Manual* [DMM] 201.3.4.1).

Each enveloped letter must meet the basic standards for machinable letters in DMM 201.1.0 and DMM 201.3.0 and have the following characteristics:

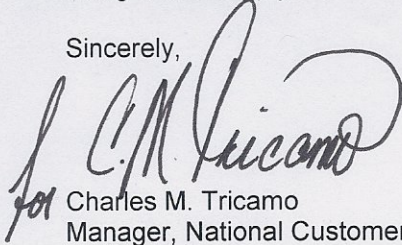
- a. Height, not more than 6 inches or less than 5.5 inches high.
- b. Length, not more than 9.75 inches or less than 7.25 inches long.
- c. Thickness, not more than 0.25 inch or less than 0.009 inch thick.
- d. Weight, not more than 3 ounces.
- e. A piece up to 8 inches long must be made of paper with a minimum 70-pound basis weight or equivalent.
- f. A piece over 8 inches long (up to 9.75 inches long) must be made of paper with a minimum 80-pound basis weight or equivalent.
- g. Discs in mailpieces made of the minimum basis weight paper must be inserted into a protective sleeve.

Based on our review of your mailpieces, we have determined that your mailpieces are machinable and meet the physical dimensions for the letter-size automation prices.

This ruling is based on the samples you submitted and applies when these mailpieces are presented for mailing at either a Post Office retail window or through a Business Mail Entry Unit.

However, if these pieces are found to have a negative impact on postal processing or if the physical characteristics of your mailpieces change or the specifications stated above are not the same, this ruling will not apply.

Sincerely,

A handwritten signature in black ink, appearing to read "C.M. Tricamo". The signature is written in a cursive style with a large, looping initial "C".

Charles M. Tricamo  
Manager, National Customer Rulings

cc: Manager, Business Mail Entry,  
Arizona District

Mailing Standards

PCSC:cvg:954247