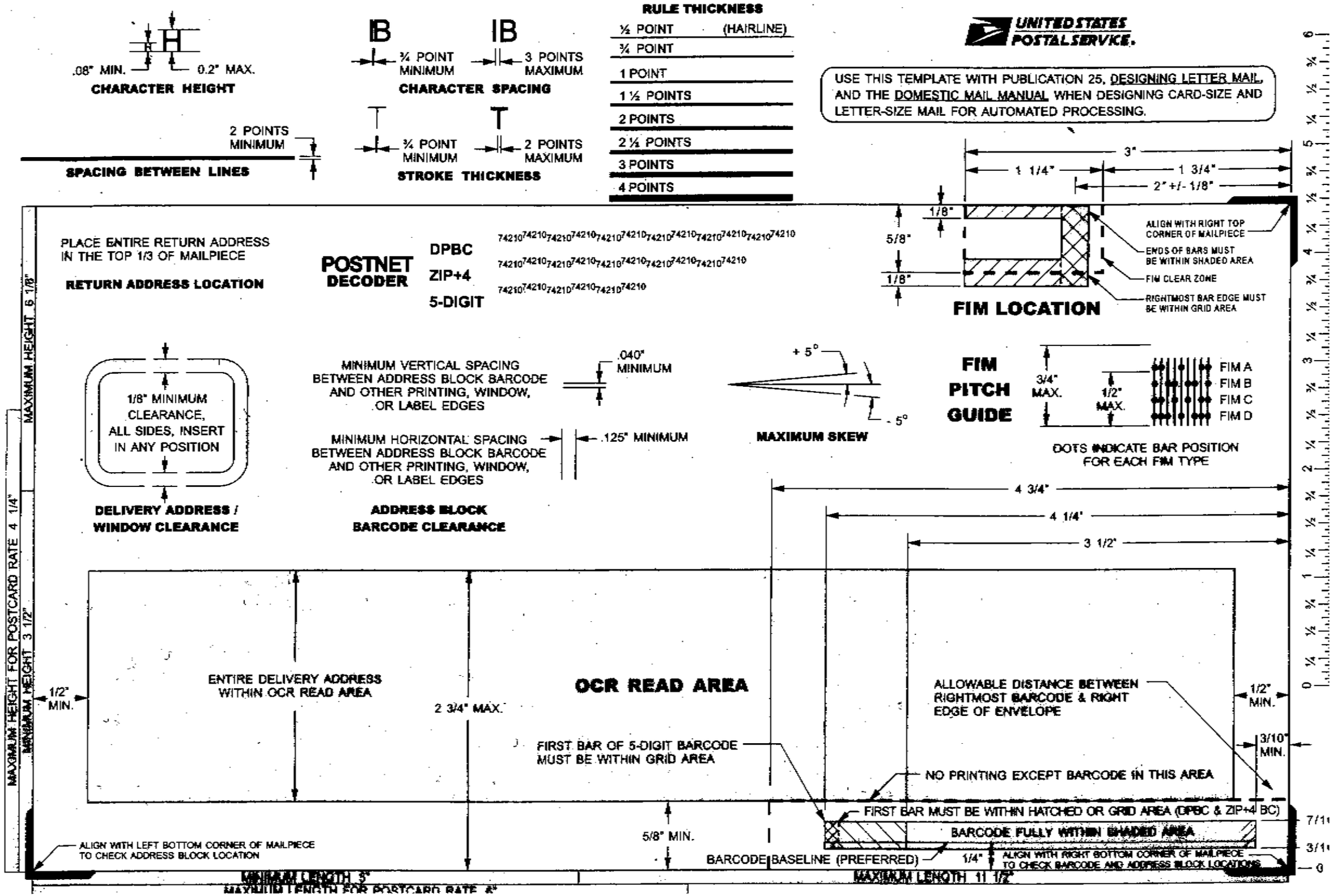
.08" MIN.
0.2" MAX.
CHARACTER HEIGHT
¾ POINT MINIMUM
3 POINTS MAXIMUM
CHARACTER SPACING
2 POINTS MINIMUM
SPACING BETWEEN LINES
¾ POINT MINIMUM
2 POINTS MAXIMUM
STROKE THICKNESS
RULE THICKNESS
½ POINT (HAIRLINE)
¾ POINT
1 POINT
1 ½ POINTS
2 POINTS
2 ½ POINTS
3 POINTS
4 POINTS
UNITED STATES POSTAL SERVICE.
USE THIS TEMPLATE WITH PUBLICATION 25, DESIGNING LETTER MAIL, AND THE DOMESTIC MAIL MANUAL WHEN DESIGNING CARD-SIZE AND LETTER-SIZE MAIL FOR AUTOMATED PROCESSING.
PLACE ENTIRE RETURN ADDRESS IN THE TOP 1/3 OF MAILPIECE
RETURN ADDRESS LOCATION
POSTNET DECODER
DPBC
ZIP+4
5-DIGIT
3"
1 1/4"
1 3/4"
2" +/- 1/8"
1/8"
5/8"
1/8"
ALIGN WITH RIGHT TOP CORNER OF MAILPIECE
ENDS OF BARS MUST BE WITHIN SHADED AREA
FIM CLEAR ZONE
RIGHTMOST BAR EDGE MUST BE WITHIN GRID AREA
FIM LOCATION
1/8" MINIMUM CLEARANCE, ALL SIDES, INSERT IN ANY POSITION
DELIVERY ADDRESS / WINDOW CLEARANCE
MINIMUM VERTICAL SPACING BETWEEN ADDRESS BLOCK BARCODE AND OTHER PRINTING, WINDOW, OR LABEL EDGES
.040" MINIMUM
MINIMUM HORIZONTAL SPACING BETWEEN ADDRESS BLOCK BARCODE AND OTHER PRINTING, WINDOW, OR LABEL EDGES
.125" MINIMUM
ADDRESS BLOCK BARCODE CLEARANCE
+ 5°
- 5°
MAXIMUM SKEW
FIM PITCH GUIDE
3/4" MAX.
1/2" MAX.
FIM A
FIM B
FIM C
FIM D
DOTS INDICATE BAR POSITION FOR EACH FIM TYPE
4 3/4"
4 1/4"
3 1/2"
MAXIMUM HEIGHT FOR POSTCARD RATE 4 1/4"
MAXIMUM HEIGHT 6 1/8"
MINIMUM HEIGHT 3 1/2"
1/2" MIN.
ENTIRE DELIVERY ADDRESS WITHIN OCR READ AREA
2 3/4" MAX.
OCR READ AREA
ALLOWABLE DISTANCE BETWEEN RIGHTMOST BARCODE & RIGHT EDGE OF ENVELOPE
1/2" MIN.
3/10" MIN.
FIRST BAR OF 5-DIGIT BARCODE MUST BE WITHIN GRID AREA
NO PRINTING EXCEPT BARCODE IN THIS AREA
FIRST BAR MUST BE WITHIN HATCHED OR GRID AREA (DPBC & ZIP+4 BC)
BARCODE FULLY WITHIN SHADED AREA
5/8" MIN.
ALIGN WITH LEFT BOTTOM CORNER OF MAILPIECE TO CHECK ADDRESS BLOCK LOCATION
BARCODE BASELINE (PREFERRED)
1/4"
ALIGN WITH RIGHT BOTTOM CORNER OF MAILPIECE TO CHECK BARCODE AND ADDRESS BLOCK LOCATIONS
MINIMUM LENGTH 3"
MAXIMUM LENGTH FOR POSTCARD RATE 6"
MAXIMUM LENGTH 11 1/2"