

# HU MAILING CENTER

## SPECIFICATIONS FOR INSERTING MAIL

- **ENVELOPES**

- Envelopes must be flat, straight, and not glued together.
- Envelopes can be standard side seam, diagonal side seam, executive, die cut, and closed window. Our machine does *not* run open window envelopes.
- Envelopes must be made from at least **24 lb. bond** material
- Maximum acceptable envelope size is 6-7/16" (163mm) deep by 10-3/8" (263mm) wide.
- Minimum acceptable envelope size is 3-1/2" (89mm) deep by 6-3/8" (162mm) wide.
- Flaps must be between 1-1/4" (32mm) and 2-1/4" (57mm) and all envelopes must always have at least 1/4" (7mm) clearance on each side, and a 1/4" (7mm) clearance between the crease line of the flap and the edge of the insert.

- **SHEETS**

- Sheets must be at least 5-1/2" (140mm) wide and no more than 9-7/8" (250mm) wide.
- Sheets must be at least 4" (102mm) deep, but no more than 14" (355mm) deep.
- Sheets must be made from at least 16 lb. bond and no more than **24 lb. bond** material.

- **INSERTS**

- Inserts must be at least 5-1/2" (140mm) wide and no more than 9-7/8" (250mm) wide.
- Inserts must be at least 2-1/2" (64mm) deep, but no more than 6" (152mm) deep.
- Insert thickness must not exceed .100" (2.5mm).
- The depth of all material must be within 1/2" (12mm) of each other.
- The depth of all inserts must be within 1/2" (12mm) of the depth of a folded sheet.

- **IMPORTANT INFORMATION**

- When using our inserter machine, we have the ability to fold/insert up to two sheets of paper.
- We can also insert up to three inserts (these may be brochures, return envelopes, reply cards, etc).
- Our inserting machine runs much more efficiently when material is *not* glossy or slick.

If your mailing does not meet the specifications stated above, please contact the mailing center at **279-4250** to discuss other possible options for your mailing.