

3.13 Self-mailers - construction

(Applies for all envelope sizes for these products)

3.13.1 Self-mailer construction

Self-mailers (i.e. mail pieces made from a folded single sheet of paper) and other similarly built mail pieces must be fully sealed with gum, tape or glue all the way around the mail piece. Clasps, buttons, string, staples and similar devices are not compatible with the machines and cannot be used. The paper weight for self-mailers needs to be at least 240gsm in a C-Fold. The paper dimensions for self mailers cannot exceed 165mm x 240mm. Glue dots must be applied to each open edge - see examples in figure to the right.

- the length of the item must be a minimum of 180mm long and the height a minimum of 85mm
- the leading edge and the base of the item must be straight edged for both pickoff and transportation purposes but the other two edges can be more creative
- the address should be above the fold as in the images shown
- folded booklets are acceptable but not Z folds
- card stock must be a minimum of 240gsm

3.13.2 Transformer mailers

Can be utilised as long as they comply with minimum weights and are sufficiently glued to ensure they will not open or cause mechanical issues during machine processing.

