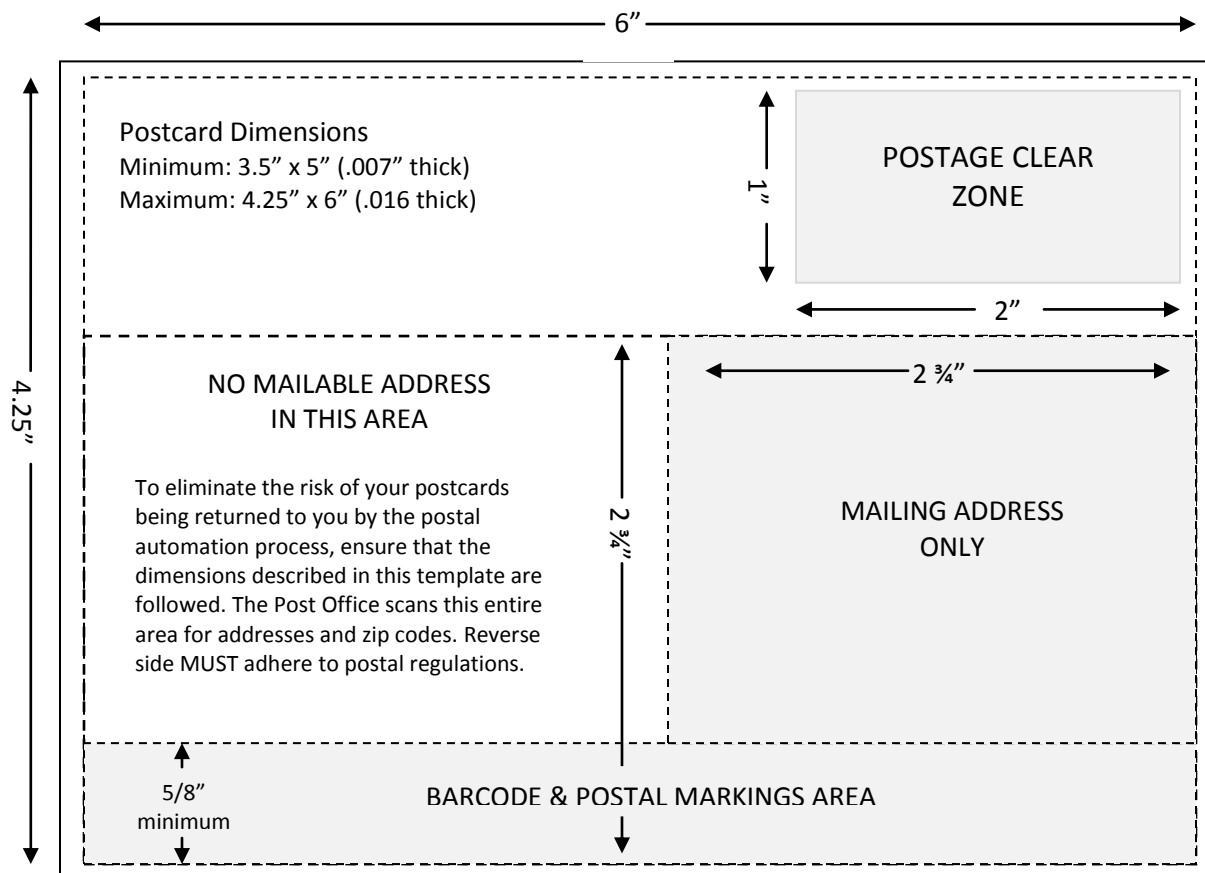


Postcards



Postcards are an inexpensive way to get an immediate message to customers. When they arrive in the mail, there's the message -- no envelope to open! First-Class Mail postcards are a great value, too. With First-Class Mail postcards, you pay a low price and get all of the benefits, like forwarding and return that come with First-Class Mail.

You may think that your mailpiece is a "postcard," because it is a single sheet of paper. But to qualify for mailing at the First-Class Mail postcard price, it must be:

- Rectangular
- At least 3-1/2 inches high x 5 inches long x 0.007 inch thick
- No more than 4-1/4 inches high x 6 inches long x 0.016 inches thick

If your mailpiece does not meet the dimensions above, then the Postal Service considers it a letter (and charges letter-size postage)

For questions or help about designing your department's mailpieces, or about these requirements, please contact Western Oregon University Mail Services at 88-383.