**DMM Section 201: Commercial Letters**

**Folder Self Mailers**

**3.14.8** **Loose Enclosures**

Folded self-mailers with loose enclosures must be securely sealed to ensure containment of the enclosed material and prevent excessive enclosure shift during processing. Loose enclosures must be made of paper and must meet the following conditions:

a. Must be contained securely within the mailpiece.

b. Must be inserted in an interior pocket or secured by any method that prevents excessive shift during normal handling. Pockets are not counted as panels.

c. Folded self-mailers with die-cut openings may contain enclosures only if the inserted material is larger than the die-cut opening.

d. Enclosed material does not exceed the maximum thickness of:

1. 0.05 inch thick for mailpiece weights up to 1 ounce.

2. 0.09 inch thick for mailpiece weights over 1 ounce.

e. One empty reply envelope may be inserted within the first fold (manufacturing fold) of a quarter-folded self-mailer and must be secured within a fold to prevent separation during normal handing.