

**Letter Maximum Size**  
11 -1/2 In. Width by 6 -1/8 In. Height  
and 1/4 In. Thick

**Postcard Maximum Size**  
6 In. Width by 4 -1/4 In. Height

**Postcard and Letter Minimum Size**  
5 In. Width by 3 -1/2 In. Height

**Optical Character Reader (OCR)  
read area**

2-3/4 Inch

5/8 Inch

1/2  
Inch

1/2  
Inch

