



**Indicia Formats for  
First-Class Mail,  
Standard Mail,  
& Package Services**

Provided as a courtesy by  
**Siemons Mailing Service, Inc.**

Phone: 510-841-1131 Fax: 510-841-6193 inkjet@siemons.com

**First-Class Mail**

FIRST-CLASS MAIL  
U.S. POSTAGE  
PAID  
OAKLAND, CA  
PERMIT NO. 3729

PRIORITY MAIL  
U.S. POSTAGE PAID  
OAKLAND, CA  
PERMIT NO. 3729

PRESORTED  
FIRST-CLASS MAIL  
U.S. POSTAGE PAID  
OAKLAND, CA  
PERMIT NO. 3729

**Standard Mail**

PRESORTED STANDARD  
U.S. POSTAGE  
PAID  
OAKLAND, CA  
PERMIT NO. 3729

OR

PRSR STD  
U.S. POSTAGE  
PAID  
SIEMONS MAILING  
SERVICE

**Package Services**

BOUND PRINTED MATTER  
U.S. POSTAGE  
PAID  
OAKLAND, CA  
PERMIT NO. 3729

PRESORTED BOUND  
PRINTED MATTER  
U.S. POSTAGE PAID  
OAKLAND, CA  
PERMIT NO. 3729

**Standard Mail (Nonprofit Rate)**

NONPROFIT ORG.  
U.S. POSTAGE  
PAID  
**(CITY, STATE)**  
PERMIT NO. **XXXX**

OR

NONPROFIT  
U.S. POSTAGE  
PAID  
**(CITY, STATE)**  
PERMIT NO. **XXXX**

**Indicia Format  
Rules**

- 1 The rule that forms a box around the content of the indicia may be omitted if the content remains as shown above.
- 2 Unless printed directly on an address label, the indicia content must be placed in area no smaller than 1/2" x 1/2".
- 3 For letter size mail, the permit must not be more than 1-1/2" below or to the left of the upper right hand corner of the mailpiece.
- 4 No printing appears in the indicia other than that required.
- 5 Except as required to enclose the permit information, no printing appears above or to the right of the permit information.
- 6 Except for indicia printed on address labels, the permit information is printed in no smaller than 4-point type.