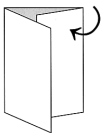


QUICK REFERENCE : **folding & tabs**

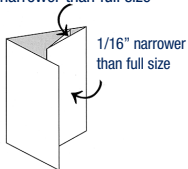
1/16" narrower



Letter Fold

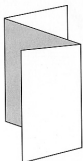
Two outside panels: Full size.
Inside panels: 1/16" narrower.

1/8" narrower than full size



Barrel or Roll Fold

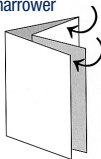
Two outside panels: Full size.
Each successive panel should be 1/16" narrower than the previous one.



Accordion or Z-fold

No allowances necessary.

These panels should be 1/16" narrower



Double Parallel Fold

Two outside panels: Full size.
Two inside panels: 1/8" narrower.

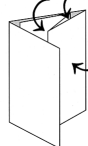
This panels should be 1/16" narrower



Map Fold

Inside panel should be 1/16" narrower than other Z-folded panels

1/8" narrower

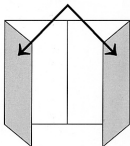


1/16" narrower

10-Page Parallel Fold

Two outside panels: Full size.
Middle panel: 1/16" narrower.
Two inside panels: 1/8" narrower full.

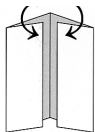
1/8" narrower than full size



Gate Fold

Outside panels: Full size.
Inside panels: 1/32" narrower.

1/8" narrower

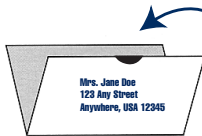


Closed Gate Fold

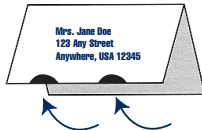
Outside panels: Full size.
Inside panels: 1/16" narrower.

When are wafer seals necessary? And how many?

Wafer seals are necessary when you have a mail piece that is folded and not enveloped. It needs to be secured for automation:



If your piece opens at the top, you only need one tab.



If your piece opens at the bottom, you will need two tabs.



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