



**HO'OKELE**  
TITLE & ESCROW

# Your Journey, Our Expertise in 2023

## JANUARY

sun	mon	tue	wed	thu	fri	sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## FEBRUARY

sun	mon	tue	wed	thu	fri	sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## MARCH

sun	mon	tue	wed	thu	fri	sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## APRIL

sun	mon	tue	wed	thu	fri	sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## MAY

sun	mon	tue	wed	thu	fri	sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## JUNE

sun	mon	tue	wed	thu	fri	sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## JULY

sun	mon	tue	wed	thu	fri	sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## AUGUST

sun	mon	tue	wed	thu	fri	sat
		1	2	3	4	5
7	8	9	10	11	12	
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## SEPTEMBER

sun	mon	tue	wed	thu	fri	sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## OCTOBER

sun	mon	tue	wed	thu	fri	sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## NOVEMBER

sun	mon	tue	wed	thu	fri	sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## DECEMBER

sun	mon	tue	wed	thu	fri	sat
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Holiday closure dates in 2023: ○ = Bureau of Conveyances + Ho'okele Title & Escrow ○ = Bureau closed ● = Ho'okele closed

# Letter-Size Mail Dimensional Standards Template

## Use this template to check:

- General Mailability: minimum required dimensions
- Postcards: maximum dimensions
- Letters: maximum dimensions
- Machinability: check aspect ratio

## Machinability

To meet machinability requirements, the tip of the upper-right corner of the mailpiece must touch this shaded area and meet the thickness standards (maximum 1/4 inch, shown the in black box below.) Mailpieces more than 4-1/4 inches high or 6 inches long must be at least 0.009 inches thick to be machinable.

Information courtesy of the United States Postal Service



**Maximum Postcard dimensions: 4-1/4" high, 6" long, .016" thick**  
If the mailpiece falls within these dimensions and is below 1.0 oz. in weight, you may be able to use the Postcard mailing rate.

**Minimum mailable dimensions for pieces 1/4" thick or less:**  
3-1/2" high, 5" long, .007" thick

Place lower-left corner of mailpiece here

5" - Minimum Mailpiece Length

6" - Maximum Postcard Length

11-1/2" - Maximum Letter Length (1/2 inch longer than this sheet)

### Why is Machinability important?

A machinable mailpiece allows for the most efficient processing by the USPS, which can give you a lower postal rate and shorter mailing time. Aspect ratio (length divided by height) must be between 1.3 and 2.5, inclusive. First-Class and Standard Mail letters that are within the dimensions of this template, but not within aspect ratio, are non-machinable.

3-1/2" - Minimum Mailpiece Height

4-1/4" - Maximum Postcard Height

6-1/8" - Maximum Letter Height

0 Inches 1 2 3 4 5 6 7 8 9 10