

8.5" x 11" Tri Fold

8.75 x 11.25" Bleed Size
Outside edge. Design should be
this dimension

8.5" x 11" Trim Size
Black dotted line

8.25" x 10.75" Safe Zone
Blue solid line. Text, phone numbers
and web addresses inside this area

Presorted
First Class Mail
U.S. Postage
PAID
Mail Expeditors

RETURN ADDRESS AREA
required on all Presorted Mailings

GREEN IS INK FREE AREA
4" x 2.75"

.625" INK FREE BARCODE AREA

Center Panel 3.66" wide (starts at 3.735" from bleed edge)

Fold Line - black dashed line

Double Tab Placement

Single Tab Placement

Double Tab Placement