

RETURN ADDRESS AREA

required on all Presorted Mailings

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

GREEN IS INK FREE AREA

4" w x 2.7" h

.625" INK FREE BARCODE AREA

8.5" x 11" - Half Fold

Fold Line - black dashed line

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

Double Tab Placement

Single Tab Placement

Double Tab Placement