

8.5" x 14" Tri Fold

8.75" x 14.25" Bleed Size  
Outside edge. Design should be  
this dimension

8.5" x 14" Trim Size  
Black dotted line

8.25" x 13.75" Safe Zone  
Blue solid line. Text, phone numbers  
and web addresses inside this area

RETURN ADDRESS AREA  
required on all Presorted Mailings

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

GREEN IS INK FREE AREA  
4.5" w x 3.625" h

.625" INK FREE BARCODE AREA

Fold Line - black dashed line

Center panel should be 4.66" wide starting at 4.75" from bleed edge.

Double Tab Placement

Single Tab Placement

Double Tab Placement

