

RETURN ADDRESS AREA

Required on all Presorted Mailings

TEMP-RETURN SERVICE REQUESTED

Presorted
First-Class Mail
U.S. Postage
Paid

INK FREE ADDRESS AREA

4" w x 2.7" h

.625" INK FREE BARCODE AREA

8.5" X 11" Half - 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

Double Tab Placement

Single Tab Placement

Double Tab Placement