

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

TEMP-RETURN SERVICE REQUESTED

RETURN ADDRESS AREA
required on all Presorted Mailings

INK FREE ADDRESS AREA
4" w x 2.75" h

.625" INK FREE BARCODE AREA

Fold Line - black dashed line

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

Double Tab Placement

Single Tab Placement

Double Tab Placement