

**RETURN ADDRESS AREA**

required on all Presorted Mailings

TEMP-RETURN SERVICE REQUESTED

Presorted  
First-Class Mail  
U.S. Postage Paid

**INK FREE ADDRESS AREA**

4.5" x 3.625"

.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