



The red area represents a white box which will be printed on top of all artwork to hold address and barcode information. Any content provided underneath this area will be covered.

It is 3.15in w x 2in h, placed 0.6in from the left edge and 0.84in from the top edge.

The blue area represents the area which will be visible through the envelope window. It is 4in w x 3.375in h, placed .5in from the left edge and .5in from the top edge.

← 8.5" x 11" Sheet
Size of the printed letter.

← 8.4375" x 10.9375" Safe Zone
All text and important information should be within this area (1/32" margin on all sides)



There should be a white box printed below the barcode (area marked in red). This is to ensure the readability of the 2d barcode. The white box is .5in x .5in placed 0.087" from the left and bottom edges of the page.

The 2d barcode is 0.2" x 0.2", centered inside the white box.

The serial number should not surpass 2.25" from the bottom of the page.

