

ROOM FOR COMPANY LOGO

YOUR RETURN ADDRESS
WILL BE AUTOMATICALLY
PRINTED
IN THIS POSITION

RECIPIENT ADDRESS
WILL AUTOMATICALLY
BE PRINTED
IN THIS POSITION



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 areas represents the area which will be visible through the #10 double window envelope. The top box is 3.25in w x 0.875in h, placed 0.63in from the left edge and 0.5in from the top edge. The bottom box is 4in w x 1in h, placed 0.63in from the left edge and 1.71in from the top edge

folded here

← 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)

folded here

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.

