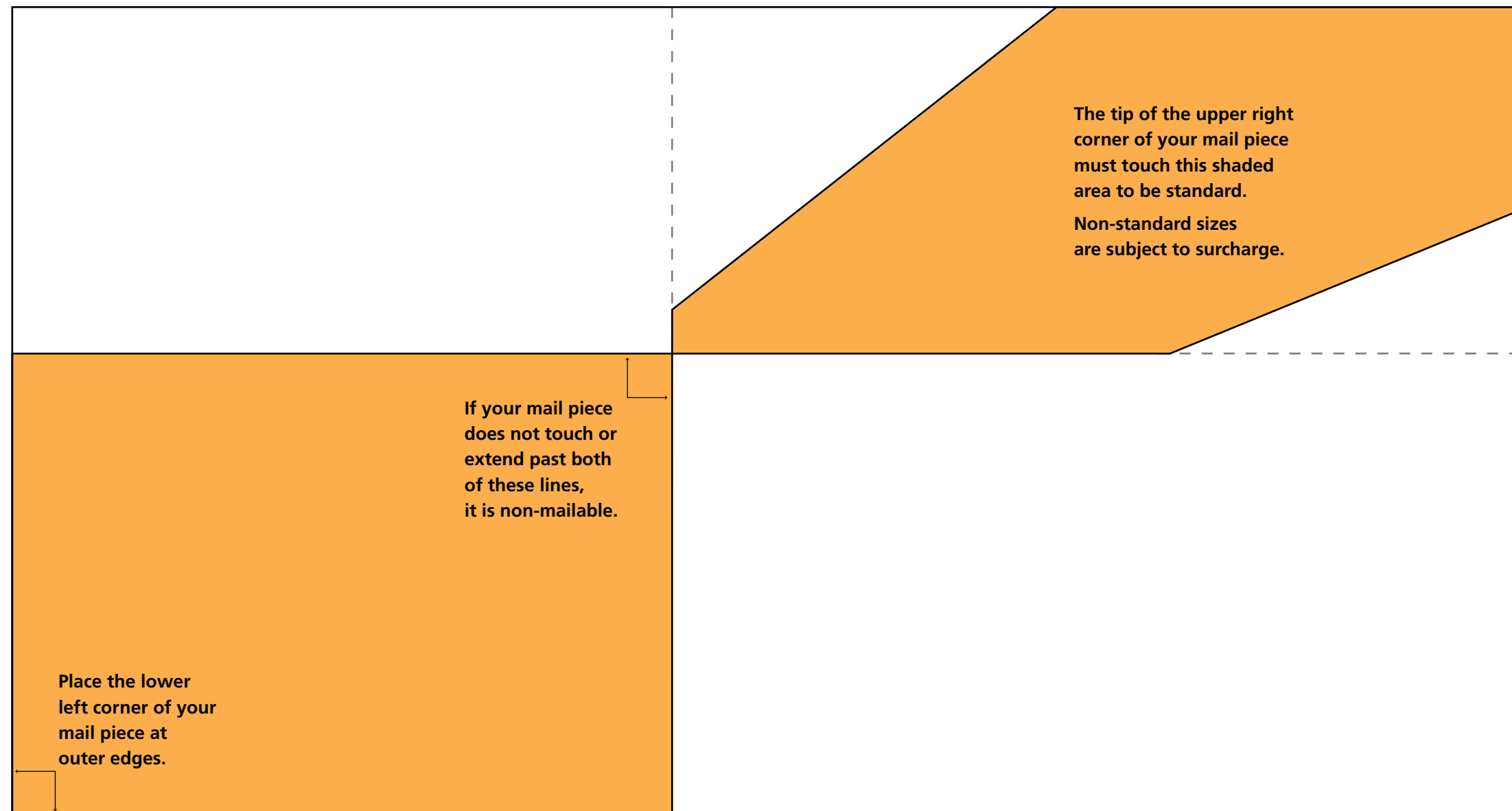




(Measurements only valid if printed on 11 X 17".)



Postal Requirements

It is important to keep US Postal Service requirements in mind when designing business envelopes, business reply mail or self mailers.

All mail pieces 0.25" thick or less must be rectangular in shape, at least 3.25" high and at least 5" long (see shaded rectangle in the lower left corner of the template).

Any mail piece must be at least .007" (7 pt) thick when it does not exceed 4.25" in height and 6" in length. If a mail piece is greater than 4.25" in height and 6" in length it must be at least .009" (9 pt) thick.

Address Orientation

Except for pieces mailed at third-class carrier-route rates, the orientation of the address on the mail piece establishes which dimensions are its height and length. The length is the dimension that is parallel to the address as read; the height is perpendicular to the length.

Because of the orientation of the address, a mail piece may not meet the minimum size standards. All pieces that do not meet the minimum size standards are non-mailable and prohibited from the mail.

NOTE: We suggest taking a sample of your design to your local Postal Business Center or post office for advice and approval. It may save you valuable time and expense.

