

RETURN ADDRESS AREA

ANCILLARY ENDORSEMENT PLACEMENT

PRSRT STD  
US Postage  
PAID  
Permit# 566  
Utica, NY

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