#10 Envelope Front

Use this template if you are going to have printing on the front of your envelope.

- The blue line marks the “safe area”. It is 1/16” inside the edge of your printed envelope. You should never put any wording, logos, or other important art closer than 1/16” from the edge, or it may get trimmed.
- Mailing Address Can NOT be higher than 2 3/4” from the bottom of the envelope.
- Post Office Barcode Area:
  - 4 7/8”
  - 3/4”
- If your software does not do this for you, make your document page size large enough to make room for crop marks.

Return Address should be 1/4” from the top and left side of the envelope.
#10 Envelope Back

Use this template if you are going to have printing on the back of your envelope.

Return Address printing on the flap should be at least 3/8" from the top.

*Please Note: it is recommended that full bleed art does not go under the flap.

The blue line marks the “safe area”. It is 1/16" inside the edge of your printed envelope. You should never put any wording, logos, or other important art closer than 1/16" from the edge, or it may get trimmed.

If your software does not do this for you, make your document page size large enough to make room for crop marks and bleed.

Please do not put a black box on your artwork to show the edge of your envelope. Instead, put crop marks on all four corners.