

Your Return Address  
Your Street  
Your City, ST 12345



# #10 ENVELOPE

*Finished Product Size: 9.5"W x 4.125"H*

**Postage Area**

(if using a stamp, Return Address is required)

**SAFE MARGIN:** Your file needs to include a 0.25" safe margin necessary for production. Safe margin is the area around the edge of the sheet. If the safe margin is not included in document setup, there is a chance that the art close to the edge will get cut off, due to machine shift during cutting. This happens because there is a tolerance when cutting the printed piece. For more information on cutting tolerance, visit our website: [smartpress.com/support/printing-basics/cutting-tolerance](https://www.smartpress.com/support/printing-basics/cutting-tolerance).

**CUT LINE (FINISHED SIZE):** This is where your artwork will be trimmed.

**BLEED:** We are unable to have artwork bleed on envelopes.

USPS BARCODE

\*\*\*\*\* USPS ENDORSEMENT LINE

<NAME>

<TITLE>

<COMPANY>

<ADDRESS2>

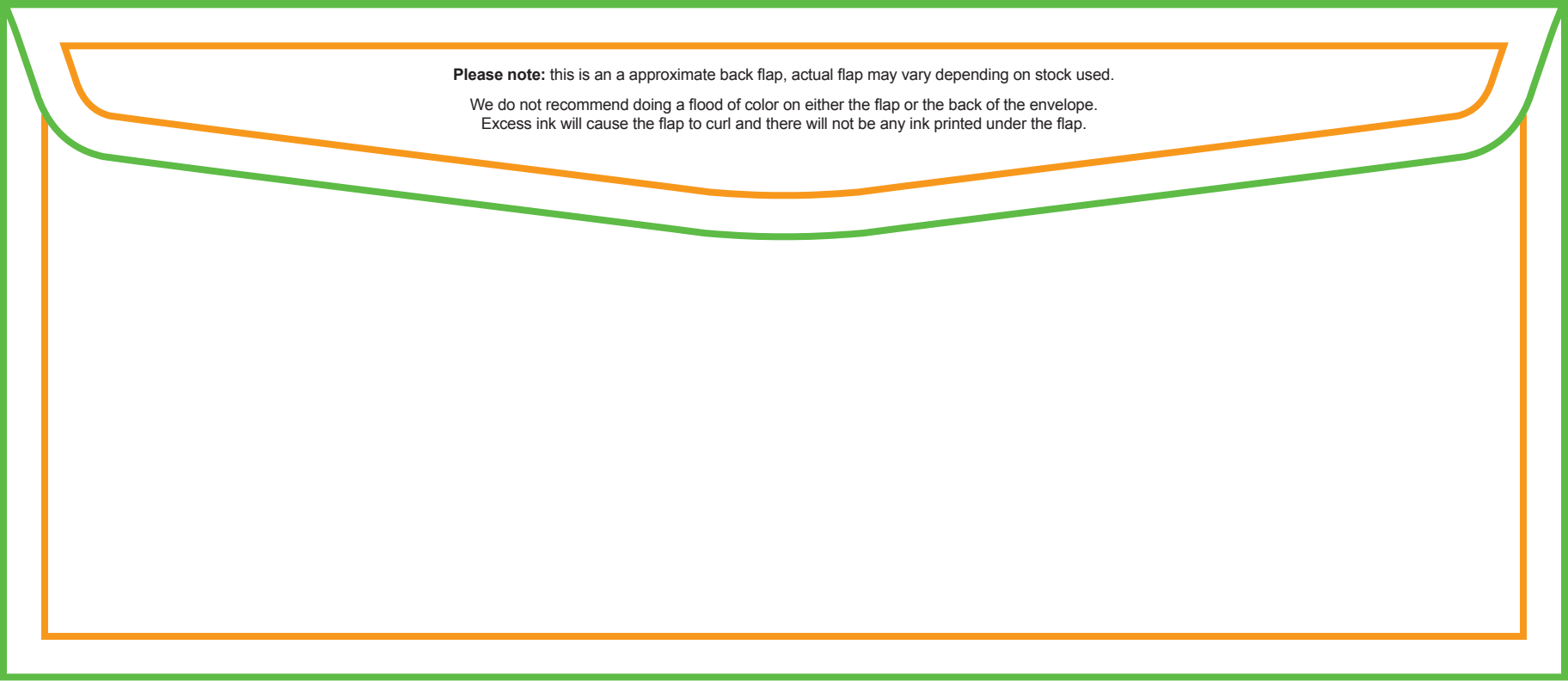
<ADDRESS>

<CITY> <STATE> <ZIP>

<COUNTRY>

**ADDITIONAL INFORMATION:** There should be no more than 7% of ink coverage in the addressing area. This allows for easier scanning by machines and reading by postal workers. For more information on envelope printing, visit our website: [smartpress.com/support/product-faq/envelope-printing-faq](https://www.smartpress.com/support/product-faq/envelope-printing-faq) or [smartpress.com/support/direct-mail/mailling-design-guidelines#envelope-mailling-design-guidelines-diagram](https://www.smartpress.com/support/direct-mail/mailling-design-guidelines#envelope-mailling-design-guidelines-diagram)

**MAILING:** The purple box on the box indicates the necessary mailing area we require. This layout guide is showing an example of how the mailing information will look. There can be no other printed elements in this purple box.

A diagram of the back of an envelope. It features a large orange rectangular border representing the envelope's body. Inside this, a green line traces the shape of the back flap, which is wider at the top and tapers to a point at the bottom center. The text is centered within the top portion of the orange border.

**Please note:** this is an a approximate back flap, actual flap may vary depending on stock used.

We do not recommend doing a flood of color on either the flap or the back of the envelope.  
Excess ink will cause the flap to curl and there will not be any ink printed under the flap.