



SMARTPRESS

Single Fold

# DIRECT MAIL NEWSLETTERS

*Flat Size: 8.5"W x 11"H | Folded Size: 8.5"W x 5.5"H*

5.5"

**PAGE COUNT:** All Saddle Stitch Newsletters need to have a page count divisible by four necessary for production. Newsletters also have page-count limits that include the front, inside front, inside back and back cover. The minimum page count is 8 and maximum is 16.

**BLEED:** Your file needs to include a 0.125" bleed necessary for production. Bleed is printing that goes beyond the edge of the sheet after trimming. If a bleed is not included in document setup, there is a good chance there will be a gap between the edge of the printed area and the cut line. This happens because there is a tolerance when cutting the printed piece. For more information on the importance of bleed, visit our website: [smartpress.com/support/printing-basics/bleed-borders](https://smartpress.com/support/printing-basics/bleed-borders).

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

**SAFE MARGIN:** Your file needs to include a 0.125" 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://smartpress.com/support/printing-basics/cutting-tolerance).

**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. Addressing will be on the last page.

**FOLD LOCATIONS:** The pink lines indicate where the folds will be.

5.5"

5.5"

5.5"

5.5"

5.5"

5.5"

Your Return Address  
Your Street  
Your City, ST 12345

**Postage Area**  
(if using a stamp, Return  
Address is required)

||| USPS BARCODE |||

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

<NAME>  
<TITLE>  
<COMPANY>  
<ADDRESS2>  
<ADDRESS>  
<CITY> <STATE> <ZIP>  
<COUNTRY>

5.5"

FRONT PANEL  
WHEN FOLDED