



SMARTPRESS

# #9 REMITTANCE ENVELOPE

*Folded Size: 8.875"W x 3.875"H | Flat Size: 8.875"W x 7.625"H*

**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://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.

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

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Your Return Address  
Your Street  
Your City, ST 12345

CLEAR SPACE FOR GUM AREA

↑ FLAP ↑

CLEAR SPACE FOR THROAT

INSIDE

SPACE FOR SEAL AREA

Copy in this area will be torn off when the envelope is opened.  
Non-critical copy is permissible in this area