Envelope Mailing Guidelines

Please follow these guidelines for address placment on envelopes.

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. 1/4' **INDICIA** Return Address should The gray area is the size be 1/4" from the top and of your envelope 1" left side of the envelope. Please allow for at least 1" for the indicia. Mailing Address Can NOT be higher than 2-3/4" from the bottom of the envelope. 2-3/4"-Post Office Barcode Area: No text or graphics are allowed in this area that are 4 7/8" greater than 7% grayscale because this is the area 3/4"the post office uses for the barcodes.

Alternate Barcode Area: There is an alternate area for the postal barcode. If there is a horizontal space of at least 3-1/2", the barcode can go underneath the addressing info.

