

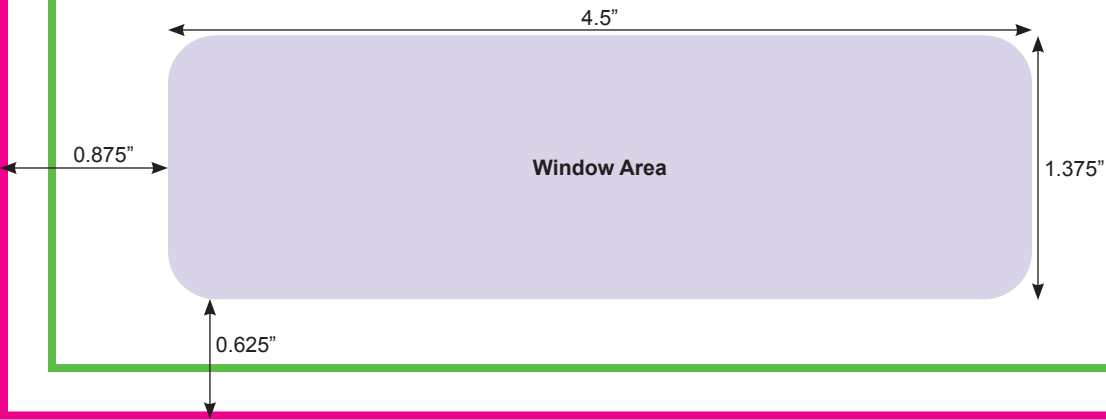
Return Address  
1234 Main St.  
City, ST 00000



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

# #10 WINDOW ENVELOPE

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

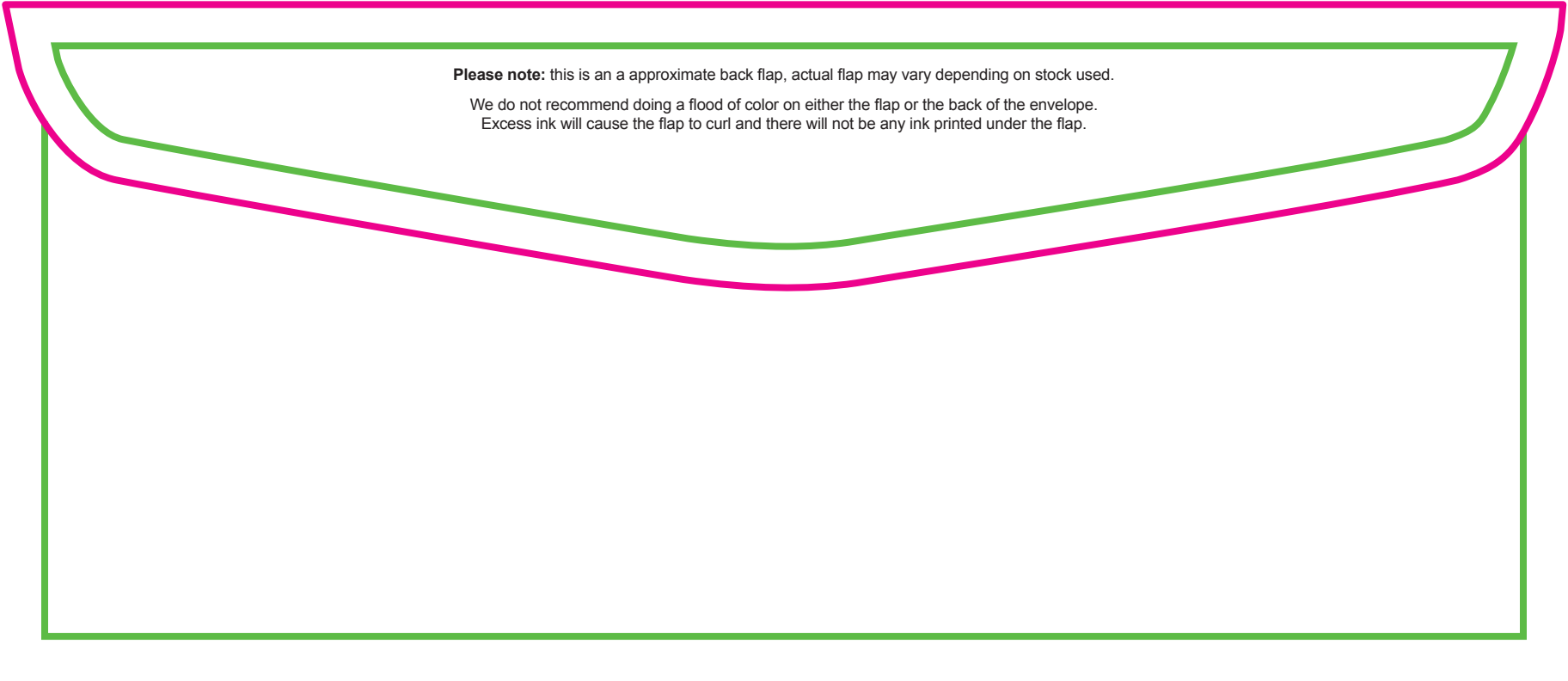


**SAFE MARGIN:** Your file needs to include a 0.25" safe margin necessary for production. Safe margin is the area around the edge of the sheet. If the safe margin is not included in document setup, there is a chance that the art close to the edge will get cut off, due to machine shift during cutting. 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.

**ADDITIONAL INFORMATION:** For more information on envelope printing, visit our website: [smartpress.com/support/product-faq/envelope-printing-faq](https://smartpress.com/support/product-faq/envelope-printing-faq) or [smartpress.com/support/direct-mail/mailling-design-guidelines#envelope-mailling-design-guidelines-diagram](https://smartpress.com/support/direct-mail/mailling-design-guidelines#envelope-mailling-design-guidelines-diagram)

The image shows a diagram of the back of an envelope. It features a green outline for the main body and a pink outline for the back flap. The flap is curved downwards and then upwards at the ends. Inside the green outline, there is a pink line that follows the shape of the flap, indicating its position. The text is centered in the upper part of the envelope body.

**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.