Return Address
1234 Main St.
City, ST 00000

SMARTPRESS

#9 ENVELOPE
Finished Product Size: 8.875"W x 3.875"H

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

Addressing Area

2.75"

0.5"

0.5"

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.

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

BARCODE: The Intelligent Mail barcode is approximately 3" x 0.625". It can be included in the address block if there is at least 3.5" of horizontal space available in the address area. If the barcode is not included in the address area, it will be placed across the bottom in the Barcode area indicated below.

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

ADDITIONAL INFORMATION: There should be no more than 7% of ink coverage in the addressing and barcode areas. 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 or smartpress.com/support/direct-mail/mailing-design-guidelines#envelope-mailing-design-guidelines-diagram
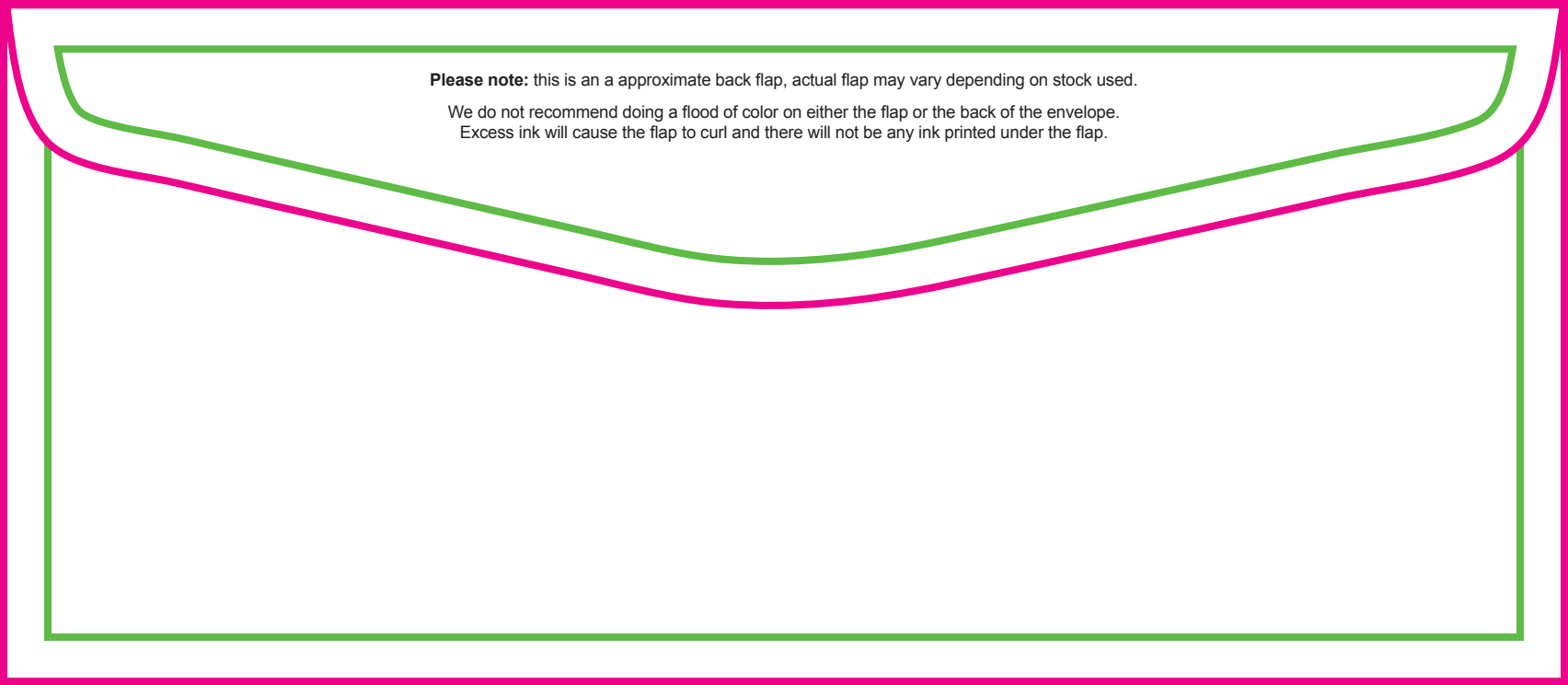
0.625"

Barcode Area - 4.875" x 0.625"
Keep important design elements outside this space, as it may be covered by the barcode.

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.