

ROOM FOR COMPANY LOGO

YOUR RETURN ADDRESS  
WILL BE AUTOMATICALLY  
PRINTED  
IN THIS POSITION

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RECIPIENT ADDRESS  
WILL AUTOMATICALLY  
BE PRINTED  
IN THIS POSITION



The red area represents a white box which will be printed on top of all artwork to hold address and barcode information. Any content provided underneath this area will be covered.

It is 3.15in w x 2in h, placed 0.6in from the left edge and 0.84in from the top edge.

The blue areas represents the area which will be visible through the #10 double window envelope.

*folded here*

← 8.5" x 11" Sheet

Size of the printed letter.

← 8.4375" x 10.9375" Safe Zone

All text and important information should be within this area (1/32" margin on all sides)

*folded here*

