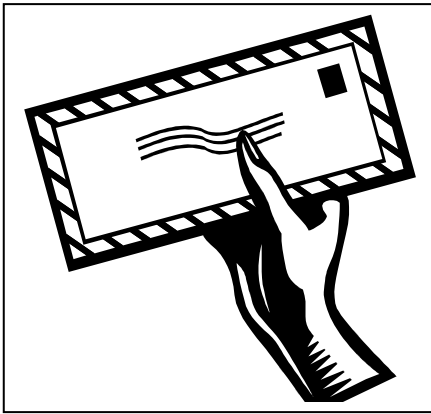


# MAILPIECE DESIGN

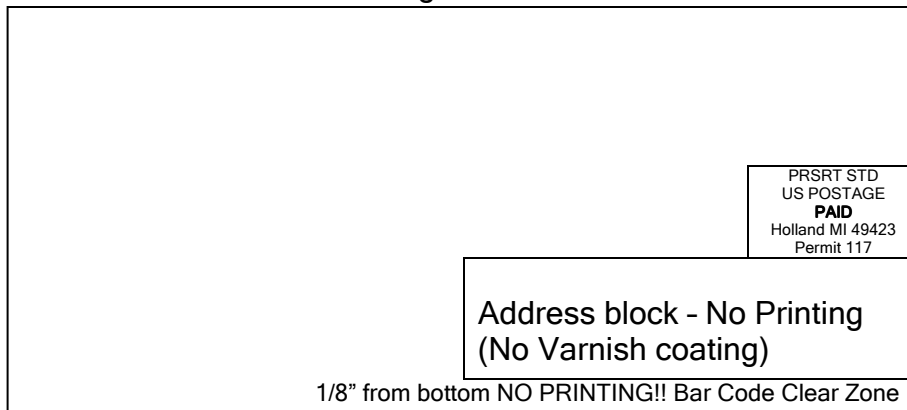


## Design Requirements for a Letter Size Piece

Maximum Size: 6" H x 11 ¼" L or W

**Addressing must be on long edge starting from bottom right hand corner!**

Max Length 11 ¼"



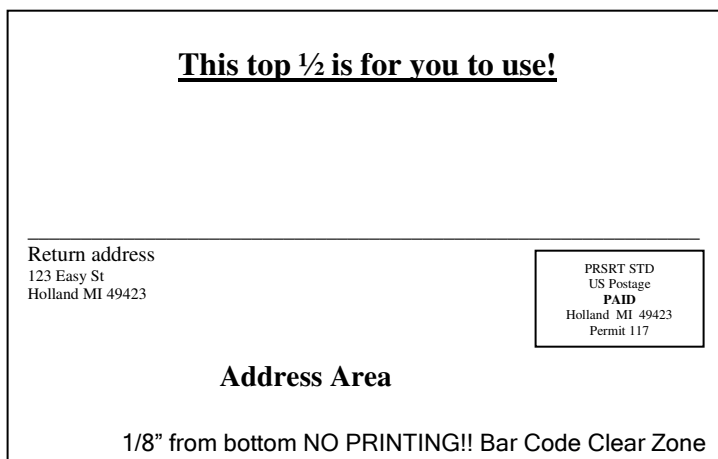
Max Height 6"

Address block - No Printing  
(No Varnish coating)

1/8" from bottom NO PRINTING!! Bar Code Clear Zone

**Address Block MUST be 2 ½" H x 4 ½" W, with NO printing.**  
**The rest of the addressing side is yours to design and use, including the top edge!**

**POST card size**    *Min. 3.5" x 5.5"*  
                              *Max. 4.25" x 6"*



*\*To cut costs on Self Mailing pieces such as tri-folds, make sure once folded the open edge of the piece is at the top. Postal regulations require only 1 tab (seal) for top opening, and two for an open bottom edge!*