

Presorted  
First Class Mail  
U.S. Postage  
PAID  
Mail Expeditors

TEMP-RETURN SERVICE REQUESTED

RETURN ADDRESS AREA  
required on all Presorted Mailings

GREEN IS INK FREE AREA  
4" w x 2.7" h

.625" BARCODE AREA

Fold Line - black dashed line

Double Tab Placement

8.5" x 14" Half Fold

8.75" x 14.25" Bleed Size  
Outside edge. Design should be  
this dimension

8.5" x 14" Trim Size  
Black dotted line

8.25" x 13.75" Safe Zone  
Blue solid line. Text, phone numbers  
and web addresses inside this area

Single Tab Placement

Double Tab Placement