

**RETURN ADDRESS AREA**  
Required on all Presorted Mailings

TEMP-RETURN SERVICE REQUESTED

Presorted  
First-Class Mail  
U.S. Postage Paid

### 11" X 17" Half then Half Fold

11.25" x 17.25" Bleed Size  
Outside edge. Design should be this dimension

11" x 17" Trim Size  
Black dotted line

10.75" x 16.75" Safe Zone  
Blue solid line. Text, phone numbers and web addresses inside this area

INK FREE ADDRESS AREA  
4" w x 2.7" h

.625" INK FREE BARCODE AREA

Fold Line - black dashed line

Double Tab Placement

Single Tab Placement

Double Tab Placement