

## ROOM FOR COMPANY LOGO

YOUR RETURN ADDRESS  
WILL BE AUTOMATICALLY  
PRINTED IN THIS POSITION

The Red areas represent the white boxes which will be printed on the top of the artwork to hold address and barcode information. Any content provided underneath this area will be covered.



YOUR RECIPIENT ADDRESS  
WILL BE AUTOMATICALLY  
PRINTED IN THIS POSITION

The top box is 3.15" wide x 0.56" tall. Placed 2.17" from the left edge and 1.11" from the top edge.  
The bottom box is 3.15" wide x 1.13" tall. Placed 2.17" from the left edge and 2.29" 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