

safe zone

bleed

cut

Endorsement
Name
Address
City, ST Zip
Barcode

•Keep all art and text at least 1/4in away from window.

•If there is color or an image behind the address block - it must be an 8%- 10% transparency for post office regulations. (Or a white box will be placed behind address block.)

(suggested not to have type go through fold line) fold

This template shows address block positioning for a 8.5x11 Sheet/#10 Window Envelope whether you want it positioned at the top or bottom of the page.

(suggested not to have type go through fold line) fold

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