The red area represents a white box which will be printed on top of all artwork to hold address and barcode information. Any content provided underneath this area will be covered.

It is 3.15in w x 1.3in h, placed 0.8in from the left edge and 1.54in from the top edge.

The blue area represents the area which will be visible through the envelope window.

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