

RETURN ADDRESS AREA
Required on All Mailings

POSTAGE
STAMP OR
INDICIA

INK FREE ADDRESS AREA
4"w x 2.7"h

.625" INK FREE BARCODE AREA

8.5" x 11" - Half Fold

Fold Line - black dashed line

8.75" x 11.25" Bleed Size

Outside edge. Design should be
this dimension

8.5" x 11" Trim Size

Black dotted line

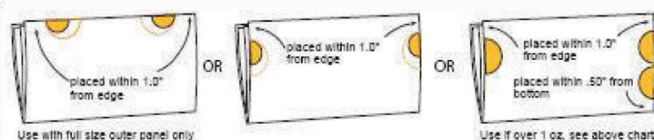
8.25" x 10.75" Safe Zone

Blue solid line. Text, phone numbers
and web addresses inside this area

FOLDED SELF MAILERS (FSM) TAB SIZES & NUMBER TO USE

Category	up to 1 oz	over 1 oz up to 3 oz
Basic FSM	(2) 1.0" tabs	(2) 1.50" tabs
FSM w/attachments, loose enclosures, OR Basic FSM with dies or perfs	(2) 1.50" tabs	(2) 2.0" tabs OR (3) 1.50" tabs, horizontal
Quarter Fold	(2) 1.0" tabs	(3) 1.50" tabs, horizontal (2) 1.50" tabs, oblong

Horizontal Tab Placement



Oblong Tab Placement

