

POSTAGE
STAMP OR
INDICIA

8.5" x 14" Tri Fold

8.75" x 14.25" Bleed Size
Outside edge. Design should be
this dimension

8.5" x 14" Trim Size
Black dotted line

8.25" x 13.75" Safe Zone
Blue solid line. Text, phone numbers
and web addresses inside this area

RETURN ADDRESS AREA
Required on All Mailings

This Panel 4.625" wide

INK FREE ADDRESS AREA
4" w x 2.7" h

.625" INK FREE BARCODE AREA

This Panel 4.6875" wide

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

placed within 1.0" from edge
OR
placed within 1.0" from edge
OR
placed within 1.0" from edge
placed within .50" from bottom
Use with full size outer panel only
Use if over 1 oz, see above chart

Oblong Tab Placement

Centered
OR
placed within 1.0" from top & bottom edge
USPS Preferred
Address lead
Address lead

Fold Line - black dashed line

This Panel 4.6875" wide