

# 8.5" x 11" Tri Fold

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

PRSR STD  
US Postage  
PAID  
Permit# 566  
Utica, NY

ANCILLARY ENDORSEMENT PLACEMENT

RETURN ADDRESS AREA

INK FREE ADDRESS AREA  
4.5" x 2.405"

.625" INK FREE BARCODE AREA

Fold Line - black dashed line

Center Panel 3.66" wide (starts at 3.735" from bleed edge)

Double Tab Placement

Single Tab Placement

Double Tab Placement