MAIL PIECE DESIGN AND FOLDING REQUIREMENTS

Effective 1/26/14. Compliments of AlphaGraphics

DESIGN REQUIREMENTS

LETTERS AND POSTCARDS

Bar code must be within 4" of mail piece bottom, .5" from right or left edge and .25" away from printed graphics. Entire address block and bar code must be above .625" from bottom of piece. Please allow at least 1.5"H x 3.5"W for mail info (.25" from printed graphics and .5" from edge of sheet is included in this measurement).

FLATS

Bar code must be within 4" of mail piece top, .5" from right or left edge and .25" away from printed graphics. Entire address block and bar code cannot be inline with the return address or indicia and must be on the right or left side, not in the center. Please allow at least 1.5"Hx 3.5"W for mail info (.25" from printed graphics and .5" from edge of sheet is included in this measurement).

ASPECT RATIO LETTERS AND POSTCANDS ONLY To qualify for automated bulk mail rates, the aspect ratio (length divided by height) must be greater than 1.3 and less than 2.5.

FOLDING

If the piece is a tri-fold or folded self mailer the final fold must be on the bottom and the second fold must always be at the right leading edge. For tri-folded mailers, the mailing address must be on the middle panel, with the final folded panel creating the non-address side of the mail piece, as shown on the right.

If the fold(s) are on the side, the final fold must be on the right leading edge.







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