

Blue = No text or design elements outside of this line

RETURN  
ADDRESS  
REQUIRED  
SPEEDCHART REQUIRED

#10 REGULAR ENVELOPE (9.5x4.125")  
FIRST CLASS MAILING  
  
NO QUANTITY MINIMUMS  
  
READY MADE ENVELOPE (NO BLEED)

**POSTAGE  
CLEAR ZONE**

No text or design elements here

**1/2" CLEAR SPACE**

**ADDRESS  
BLOCK  
AREA**

Addressing guidelines (internal use):  
Recipient info - 12pt font, Univers 55 or Arial

No text or design elements here

**1/2" CLEAR SPACE**

**CLEAR SPACE FOR USPS MARKINGS**

No text or design elements here