

**ORANGE IS BLEED AREA (ARTWORK MUST EXTEND TO THIS LINE IF FULL-BLEED)**  
**GREEN IS SAFE AREA - KEEP ALL IMPORTANT TEXT WITHIN THIS AREA**

**MAGENTA IS PRINT AREA**

**FRONT SIDE**

**WHOLE AREA AVAILABLE FOR ARTWORK**

**RETURN ADDRESS**

**STAMP OR  
INDICIA**

**MAILING ADDRESS**

**BACK SIDE**

**MAIL PANEL MUST BE AT THE TOP**

**MAILING ADDRESS MUST HAVE A WHITE BACKGROUND  
AND CANNOT BE ON THE BOTTOM HALF OF THE SHEET**

**REST OF THE SHEET CAN BE USED FOR ARTWORK**