

area for return address  
return address required  
return address required

keep clear  
for the  
indicia

area for mailing address only

3.625"

AREA MUST REMAIN CLEAR

#### ARTWORK WITH BORDERS

Minimum border thickness must be 1/4 (0.25") thick plus the 1/8 (0.125") bleed for correct print ready artwork. Total border size from the bleed line is 3/8 (0.375"). Border example on the left.

#### bleed

Artwork that reaches the cutline needs to extend to the edge of the **red line**.

#### cut line

This is where your artwork will be trimmed.  
(Finished size ordered)

#### safety

All text must be kept within the **blue line**

*8.5" x 11" Newsletter  
Mailing*

*Back Page*

Please delete this guideline before submitting your design to print.