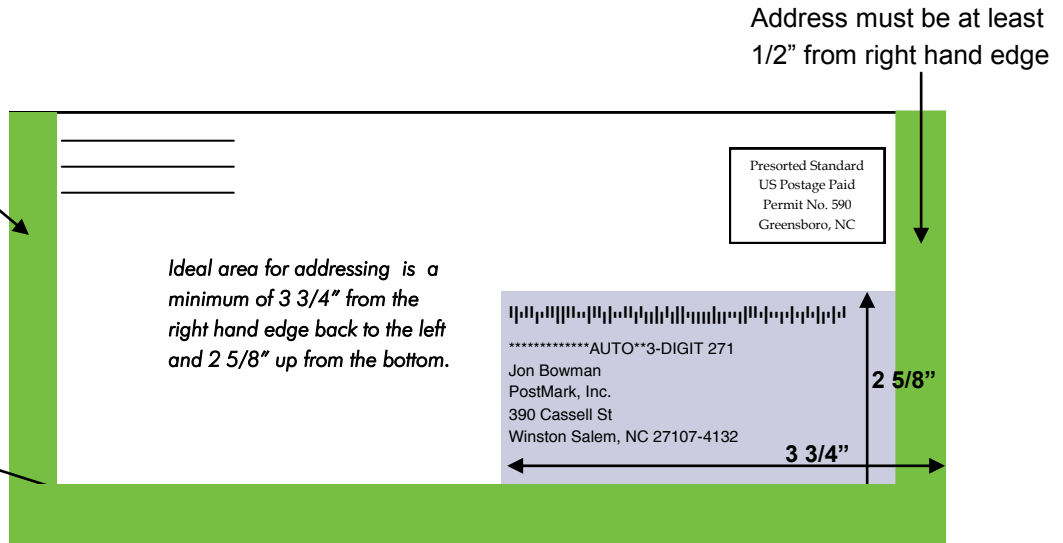


## Letter and Postcard Size Mail

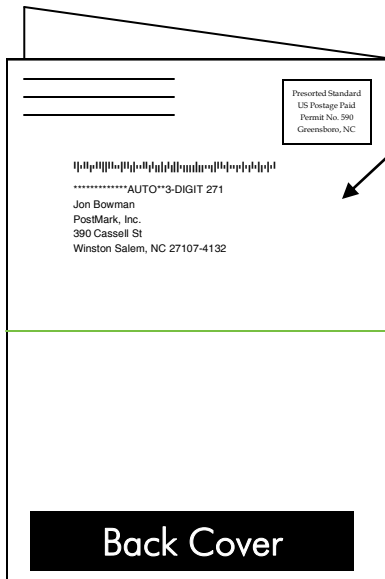
Must have at least 1/2" clearance from left hand edge

Address must be at least 5/8" from the bottom

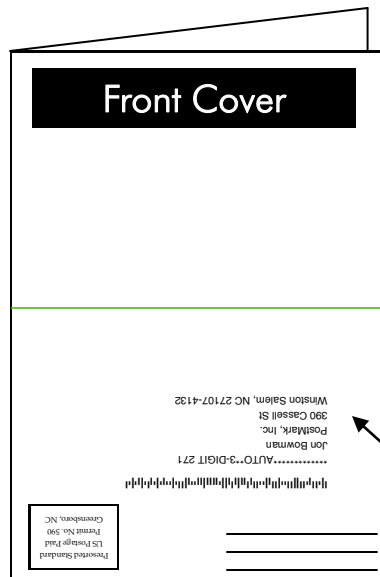


## Flat Size Mail

Flat size pieces of mail must be prepared so that when the bound edge is on the right, the address is in the top half of the piece. The address can be either perpendicular or parallel to the edge, but it can not be upside down.



This is considered the top half of the piece



This is considered the top half of the piece

## Example 9 X 12 Envelope

- Since all 4 sides are sealed, any side is considered a bound edge, therefore the address can be located entirely in any quadrant, but not in the middle of the envelope

