

Mailing Panel Guide

Letter Size Mail

3 1/2" x 5" to 6 1/8" x 11 1/2"
Postcards and Envelopes



Letter Size Mail

3 1/2" x 5" to 6" x 10 1/2"
Folded Self-mailer,
Stitched or Bound Mailers



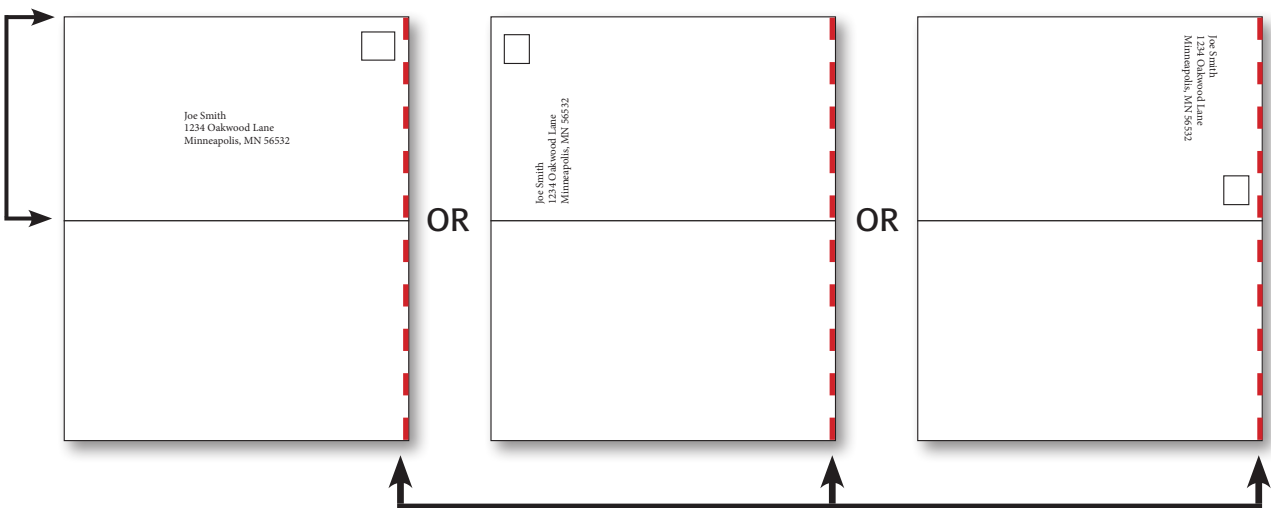
← First Fold

↑ Final fold or binding must be at bottom

Flat Size Mail

5" x 6" to 12" x 15"

Address must be within top half of mail piece



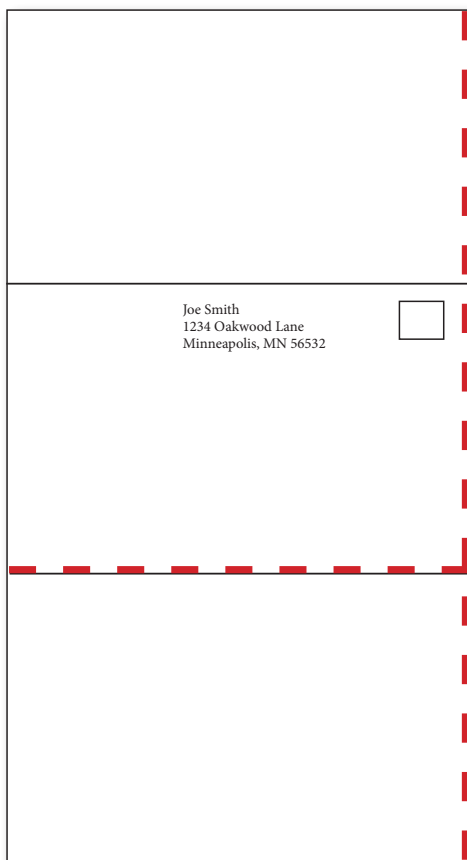
Final fold or bound side

Letter Size Mail (Trifold)

3 1/2" x 5" to 6" x 10 1/2"
Folded Self-mailer,
Stitched or Bound Mailers

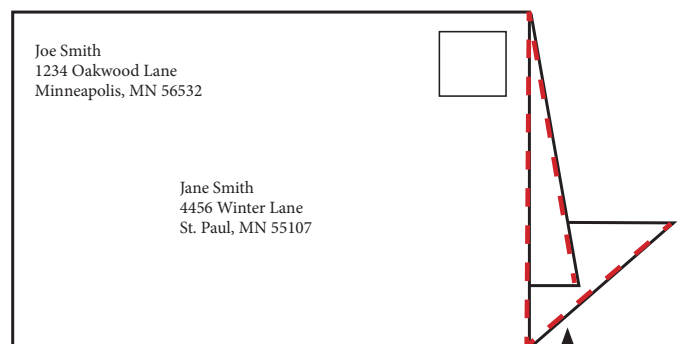
Back Cover of piece

Final fold (must be at the bottom of complete folded piece)



← First Fold

Folded Sample



Final folded panel must be opposite mail panel