This template reflects the current requirements by the U.S. Postal Service to qualify for automated handling of your postcards which will insure the quickest and most cost effective delivery of your cards. *This template is NOT TO SCALE.* 

## **Postal Requirements**

— Bleed Size: 11.75" x 6.25" – ---- Trim Size: 11.5" x 6" -CLEAR ZONE FOR POSTAGE TRIM EDGE (Dotted Line) OR INDICIA BLEED EDGE (Solid Line) 4"min. NO MAILABLE ADDRESS MAILING ADDRESS ONLY To eliminate the risk of your postcards being returned to you by the NO TEXT or GRAPHICS in this area. The only text allowed in this area is Post Office, no mailable address should be used in this area including the recipient's name and mailing address. We recommend that you follow your office address. Any address placed lower than 2.75" from the this guide when designing your card. If we are designing your card, we will bottom of the card SHOULD NOT CONTAIN a STATE or ZIP CODE as follow these guidelines unless otherwise instructed. IF NML WILL BE the Post Office's automated scanning equipment could pick this up as HANDLING THE MAILING FOR YOU, THESE REQUIREMENTS MUST BE the delivery address and mail the cards to that address instead of the FOLLOWED. intended recipient. BARCODE & POSTAL MARKINGS AREA 5/8" min. No other text or graphics should interfere with this area.



Super Jumbo Postcard 11.5" x 6"