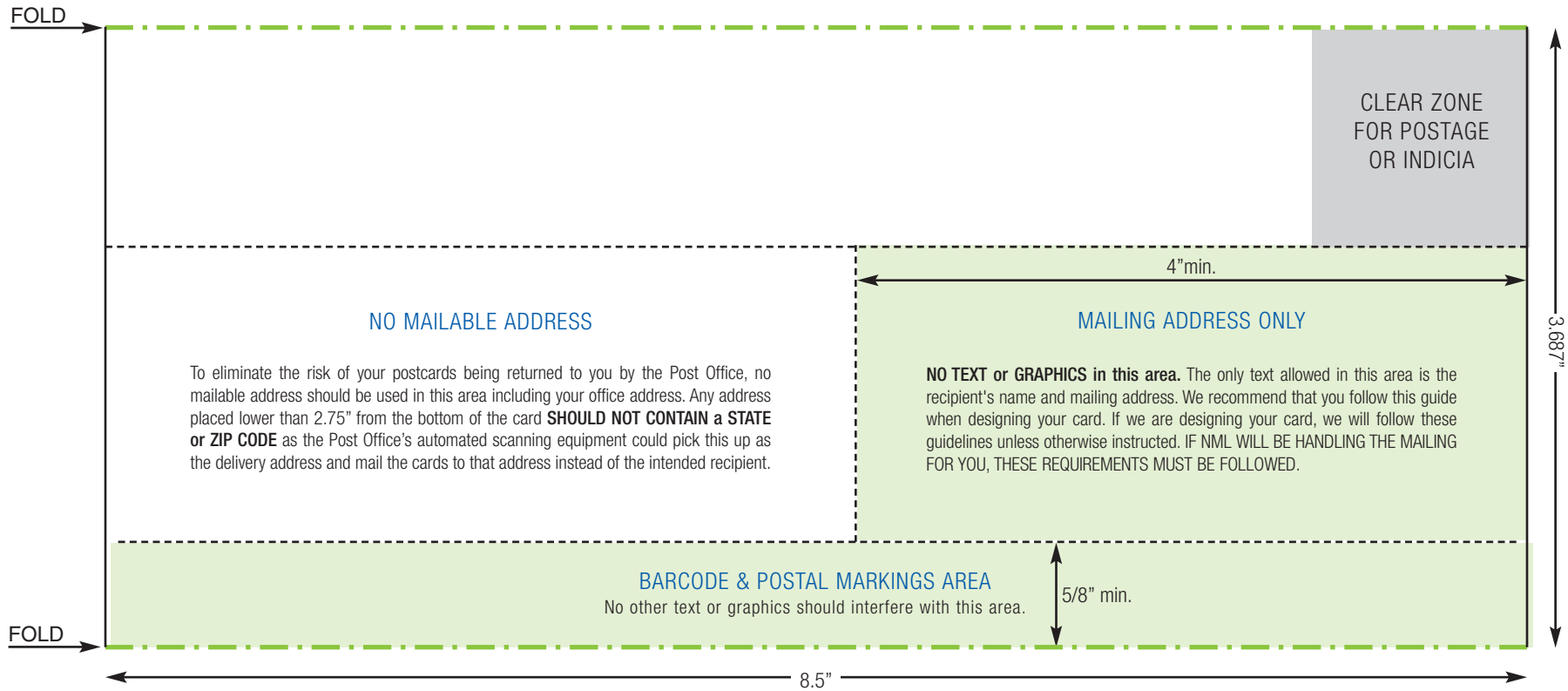This template reflects the current requirements by the U.S. Postal Service to qualify for automated handling of your postcards which will insure the quickest and most cost effective delivery of your cards.
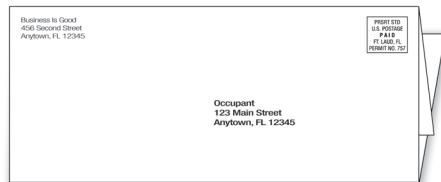
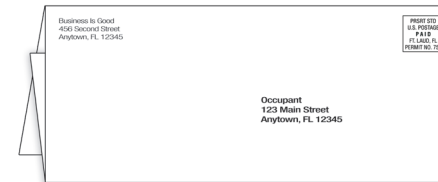# Postal Requirements

Mailing Panel of Tri-Fold Brochure

FOLD

CLEAR ZONE
FOR POSTAGE
OR INDICIA

4"min.

3.687"

NO MAILABLE ADDRESS

To eliminate the risk of your postcards being returned to you by the Post Office, no mailable address should be used in this area including your office address. Any address placed lower than 2.75" from the bottom of the card **SHOULD NOT CONTAIN a STATE or ZIP CODE** as the Post Office's automated scanning equipment could pick this up as the delivery address and mail the cards to that address instead of the intended recipient.

MAILING ADDRESS ONLY

NO TEXT or GRAPHICS in this area. The only text allowed in this area is the recipient's name and mailing address. We recommend that you follow this guide when designing your card. If we are designing your card, we will follow these guidelines unless otherwise instructed. IF NML WILL BE HANDLING THE MAILING FOR YOU, THESE REQUIREMENTS MUST BE FOLLOWED.

BARCODE & POSTAL MARKINGS AREA
No other text or graphics should interfere with this area.

5/8" min.

FOLD

8.5"

OPENING AT THE TOP
When folded, if the opening is at the top when looking at the mailing panel, only ONE TAB is required for mailing.

Business Is Good
456 Second Street
Anytown, FL 12345

PRSRT STD
U.S. POSTAGE
PAID
FT. LAUD, FL
PERMIT NO. 757

Occupant
123 Main Street
Anytown, FL 12345

Tabbing Requirements

Business Is Good
456 Second Street
Anytown, FL 12345

PRSRT STD
U.S. POSTAGE
PAID
FT. LAUD, FL
PERMIT NO. 757

Occupant
123 Main Street
Anytown, FL 12345

OPENING AT THE BOTTOM
When folded, if the opening is at the bottom when looking at the mailing panel, TWO TABS will be required for mailing.

nml

DESIGN • PRINT • MAIL

Tri-Fold Brochure 8.5" x 11" (Standard Barrel Fold)

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