



Postmark Area
Leave Blank
1.25 in. x 1.25 in.

Address & Barcode Area

LEAVE BLANK

2.125 in. High x 4.125 in. Wide

Background color must be white.

Template for 8.5 x 11 Tri-Fold

Submitted Size will be 8.75 in. x 11.25 in.

(When folded the final size will be 3.6 in. x 8.5 in.)

FRONT
PANEL

TOE

Fold Line

OUTSIDE

Fold Line

OUTSIDE

HEAD

***BLEED IS REQUIRED** - to ensure ink coverages goes to the very edge of the end product, make certain to extend any graphics/artwork passed the "Final Trim Size," to the very edge of this template.

To eliminate the risk of your brochure being returned to you by the postal automation process, any address that is placed lower than 2.75 in from the bottom of the card should not contain a STATE or ZIP CODE.

Delete this template when finished, or ensure the artwork covers it completely. Please **DO NOT** submit artwork with this template showing.

1

3.625 in.

2

3.6875 in.

3

3.6875 in.

✂ Final Trim Size - Final trim size ordered

Safety Line - No important TEXT beyond this line

11.25in

3.6875 in.

3.6875 in.

3.625 in.

8.75in

HEAD

Fold Line

Fold Line

TOE

3

2

1

Safety Line - No important TEXT beyond this line

✂ Final Trim Size - Final trim size ordered