



- DESIGN
- PRINT
- LISTS
- MAIL

# Template for 5.5 x 8.5 Fold-Over Postcard

Submitted Size will be 8.75 in. x 11.25 in.  
(When folded the final size will be 5.5 in. x 8.5 in.)

TOE

(Toe Backs up to Toe on Inside)

FRONT PANEL

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

Safety Line - No important TEXT beyond this line

**\*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 postcard 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.

Fold Line

Address & Barcode Area  
**LEAVE BLANK**  
2.125 in. High x 4.125 in. Wide  
Background color must be white.

HEAD

(Head Backs up to Head on Inside)

Postmark Area  
Leave Blank  
1.25 in. x 1.25 in.

✂ Final Trim Size - Final trim size ordered

Safety Line - No important TEXT beyond this line

11.25in

8.75in

HEAD

**(Head Backs  
up to Head  
on Outside)**

Fold Line

TOE

**(Toe Backs  
up to Toe  
on Outside)**

Safety Line - No important TEXT beyond this line

✂ Final Trim Size - Final trim size ordered