



**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 Backs up to Toe on other side)

TOE

Fold Line

OUTSIDE

Fold Line

OUTSIDE

(Head Backs up to Head on other side)

HEAD

***BLEED IS REQUIRED** - to ensure ink coverage goes to the very edge of the end product, make certain to extend any graphics/artwork beyond 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

11.25 in

3.6875 in.

3.6875 in.

3.625 in.

8.75 in

HEAD

(Head Backs up to Head on other side)

Fold Line

INSIDE

Fold Line

TOE

(Toe Backs up to Toe on other side)

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

3

2

1

Safety Line - No important TEXT beyond this line

✂ Final Trim Size - Final trim size ordered