Address zone, 3.25" x 2.6": no artwork or ink

Letter: page one

Non-bleed. Tri-folds into a #10 double-window envelope.

Print size	8.5" x 11", non-bleed
Safe zone	8" x 10.5" (0.25" margin on all sides)
Address zone	3.25" x 2.6" block, top-left of page one
Sender address	Upper half of the address zone, 3.25" x 1.3"

Fold line, 3.667" from top

Folding, envelope and print marks

Keep headlines and signatures off the fold lines.

Recipient address	Lower half of the address zone, 3.25" x 1.3"
Fold lines	3.667" and 7.333" from the bottom (tri-fold)
Envelope	#10 double window, 9.5" x 4.125"
Print barcode	0.5" x 0.5" 2D barcode at 0.087" from the left and 10.413" from the top, plus an 8pt serial number at 0.2" from the left and 10.2" from the top. Both are added at print; keep that corner clear.

Fold line, 7.333" from top

Trim line (finished size) Safe zone (keep text inside) Fold line

2D barcode (added at print)