

OUTSIDE PANEL

Keep clear – security pattern to prevent sensitive content from being visible through the paper.

**Fold Line****Outside Top Panel (folds in last)****Window zone**

when folded, it will reveal the recipient address on the bottom panel

Leave the outside middle panel blank. USPS postage indicia and tracking barcode will be printed here.

Recipient address would be revealed through this window

Sender Address

(would be inverted after it's folded)



PostGrid Inc.
15205 NORTH KIERLAND BLVD.
SUITE 100
SCOTTSDALE, ARIZONA 85254

**Fold Line****Outside Middle Panel****Outside Bottom Panel**

INSIDE PANEL

Important Notes:

- Inside content should stay within the green safety border.
- Keep 0.5" ink-free around all edges (blue perforation border).
- Fold lines at 3.688" and 7.379" from the top divide the sheet into three horizontal panels.
- The recipient address prints on the bottom panel of the inside panel.
- The window area must stay blank.



Fold Line

Inside Top Panel



Window zone

when folded, it will reveal the recipient address on the bottom panel

Keep clear – Recipient address would be visible through this once the inside bottom panel is folded in

Perforation Zone

(7.5" × 10")



Outside perforation zone

Sealed/glued



Safety Area

(7.25" × 9.25"), anything outside might get trimmed, sealed over, or misaligned



Inside Middle Panel



Fold Line



Recipient Address

(would be inverted after it's folded)

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Inside Bottom Panel (folds in first)