

EXAMPLE WITH WHITE BORDER

1

Mail Panel Side with white border (no bleed)

1 Must include a return address

Typical placement is upper left corner.

Right side of divider line is alternative placement location only if postage permit is being printed for large mailings.

2 Allow for sufficient blank space for addressing (3.5" from left edge)

3 Barcode clearance area (.625" up from bottom edge) must remain clear of ALL printing

Printing allowed in this light blue area. IF you want your printing to bleed off the edge you must provide a PDF file with .125" of bleed and trim marks. (template on page 2).

If bleed is not necessary, maintain a minimum of .125" of white border around the edges (template on page 1).

*
US POSTAGE
PAID
PORTLAND OR
PERMIT NO 5522

* Postage class to be determined by customer based on addressee and content of mailer.

- First Class presort OR
- Standard presort

2

NAME OR CURRENT RESIDENT
STREET ADDRESS
CITY STATE ZIP

3

EXAMPLE FOR PERMIT MAIL

1

Mail Panel Side with bleed and trim marks

1 Must include a return address with M-code

Typical placement is upper left corner.
Right side of divider line is alternative placement location only if postage permit is being printed for large mailings.

2 Allow for sufficient blank space for addressing (3.5" from left edge)

3 Barcode clearance area (.625" up from bottom edge) must remain clear of ALL printing

Printing allowed in this light blue area. IF you want your printing to bleed off the edge you must provide a PDF file with .125" of bleed and trim marks. (template on page 2).

If bleed is not necessary, maintain a minimum of .125" of white border around the edges (template on page 1).

1



* Postage class to be determined by customer based on addressee and content of mailer.

1. First Class presort OR
2. Standard presort

2

NAME OR CURRENT RESIDENT
STREET ADDRESS
CITY STATE ZIP

3