

Bleed Area .125" minimum

Safe Margin Area .25" minimum

Design Area

1. Open your Adobe design program
  2. Open this PDF
  3. Design mailer keeping non-bleed items within this Design Area.  
Extend any bleed items .125" beyond Trim Size.
  4. Delete this layer before saving as a PDF. Upload to [expresscopy.com](http://expresscopy.com)
- \*\*\*For assistance please call 800.260.5887

## Tri-Fold Mailer 11" x 8.5"

← ● Bleed Size: 11.25" x 8.75"

← ● Trim Size: 11" x 8.5"

← ○ Design Area: 10.5" x 8"

Bleed Area .125" minimum

Safe Margin Area .25" minimum

Design Area

### Fold-in

Keep all text and graphics within dotted line area to avoid going into fold unless your design is intended to do so

● **Bleed Size: 11.25" x 8.75"**

● **Trim Size: 11" x 8.5"**

○ **Design Area: 10.5" x 8"**

Tab Seal

### Outside Back

Keep all text and graphics within dotted line area to avoid going into fold unless your design is intended to do so

Tab Seal

**Indicia:**  
**1.625" x 1.375"**

This area must remain white. Keep completely clear of all text, graphics or color.

**Address and  
Bar Code Area:**  
**4.875" x 2.3125"**

**This area must remain white.**  
**Keep completely**  
**clear of all text,**  
**graphics or color.**

### OCR Area

You may include graphics and text in this area, but do not leave any addresses that postal readers might mistake for the delivery address.

### Outside Front

Keep all text and graphics within dotted line area to avoid going into fold unless your design is intended to do so

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Tab Seal

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