

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.

**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.

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

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

**Outside Front**

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

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"**

Tab Seal

Tab Seal