

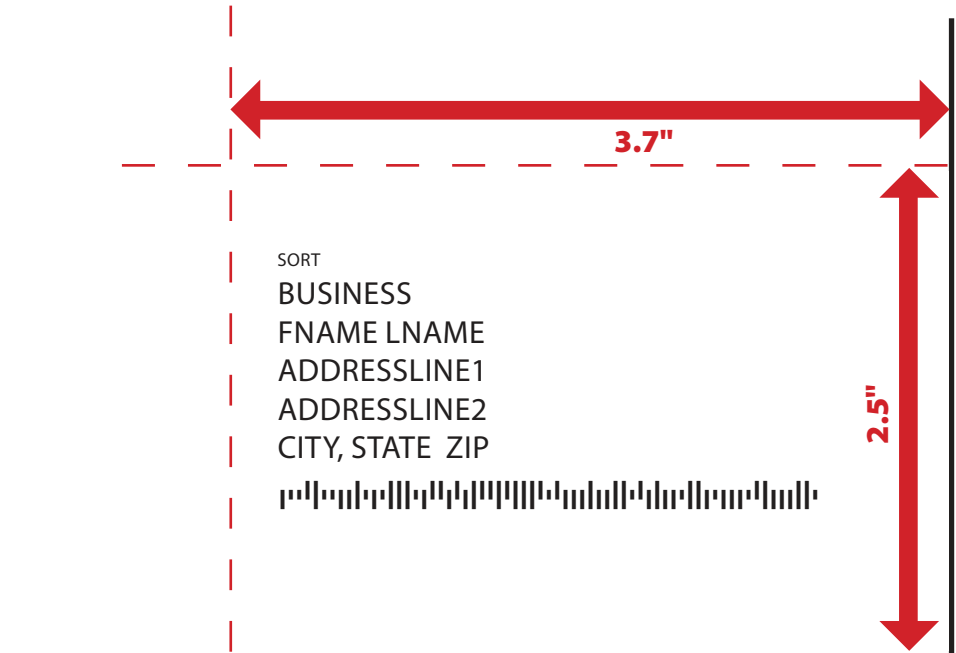
MAILING SPACE REQUIREMENTS

This handout illustrates the appropriate space needed to accommodate for mail imprinting for the US Post Office. Please note, these dimensions are set from the lower right hand side of the mailing piece.

OPTION ONE:

The preferred space needed for mailing is 3.7" from the right hand side of the mailing piece by 2.5" up from the bottom. This allows us to incorporate the intelligent mail barcode into the mailing block and avoids all clear areas outlined by the USPS.

PLEASE NOTE: There should be no printing in this area. Some colors interfere with the barcode reader and will increase your postage.



OPTION TWO:

This option is a touch more complex, as you have to be concerned with two different clear zones. If you opt to place the barcode in the lower right hand area, there can be no printing at all for the barcode space, which is 4.75" wide and .625" high. If there is any printing in this area or if the color of the piece interferes with the scanner, a label will be attached to the piece and your mailing cost will be increased.

The second area you will need to be concerned with is the actual addressing area. This is 3" wide by 2" high. Please note that if you have long addresses or extra fields you'd like to incorporate into the mailing, more space may be required.

PLEASE NOTE: The minimum font size for all addresses is 10 point.

