

### Return Address

Top of address zone



RETURN TO:  
POSTGRID INC.  
123 MAIN STREET  
SAN FRANCISCO, CA 94105

### Address Stamp Zone

4" x 2.5", 2.4" from top  
No artwork here



2.5"

### Receiver Address

Bottom of address zone



JOHN SMITH  
456 OAK AVENUE, APT 2B  
NEW YORK, NY 10001

4"

2.5"



### Fold Line

5.5" from bottom  
0.125" margin each side

Outside Top Panel

5.5"

Outside Bottom Panel



### Bleed Area

0.0625" on all sides  
Extend artwork here



### Trim Line

Final mailer edge



### Safe Zone

0.125" from trim edge  
Keep text inside



### Fold Line

5.5" from bottom

Inside Top Panel (Folds in first)

5.5"

Inside Bottom Panel

#### Important Notes:

- Document size: 8.625" x 11.125" (with bleed)
- Trim size: 8.5" x 11" (final mailer)
- Fold: 5.5" from bottom (bi-fold)
- Keep text within safe zone
- No address zone on inside