OUTSIDE PANEL

Keep clear – security pattern to prevent the contents on the opposite side from being visible through the paper.

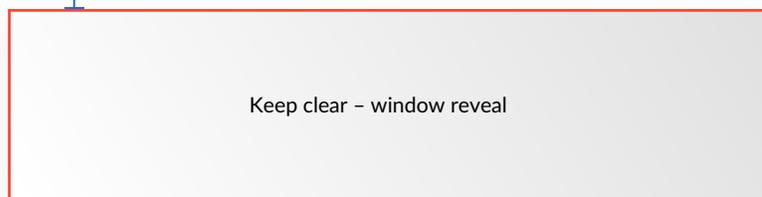**Fold Line**

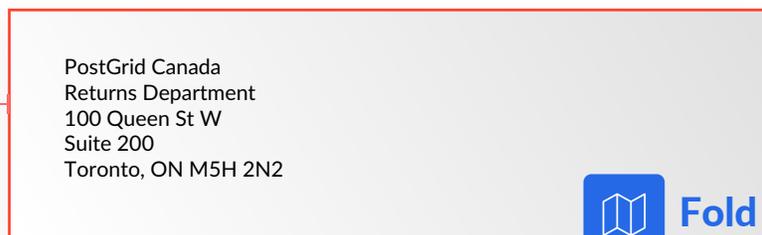**Outside Top Panel (folds in last)**

Window zone
when folded, it will reveal the recipient address on the bottom panel

Leave this section blank. USPS postage indicia and tracking barcode will be printed here.

Keep clear – window reveal

Recipient Address
(would be inverted after it's folded)

PostGrid Canada
Returns Department
100 Queen St W
Suite 200
Toronto, ON M5H 2N2

Fold Line

Outside Middle Panel

Outside Bottom Panel

INSIDE PANEL

Important Notes:

- Inside content should stay within the green safety border. Keep 0.5" ink-free around all edges (red perforation border). Fold lines at 3.688" and 7.379" from the top divide the sheet into three horizontal panels. The recipient address prints on the bottom panel of the outer page. The window area must stay blank. The inner face is rotated 180° relative to the outside.

Fold Line

Inside Top Panel

Window zone
when folded, it will reveal the recipient address on the bottom panel

Keep clear – window reveal

Perforation Zone
(7.5" × 10")

Outside perforation zone
Maybe sealed/glued

Safety Area
(7.25" × 9.25"), anything outside
might get trimmed, sealed over, or misaligned

Inside Middle Panel

Fold Line

Recipient Address
(would be inverted after it's folded)

Alex Example
250 Bloor St E
Unit 12
Toronto, ON M4W 1A9

Inside Bottom Panel (folds in first)