

8½" x 11" Brochure

Mail Specifications

(Effective May 1, 2003)

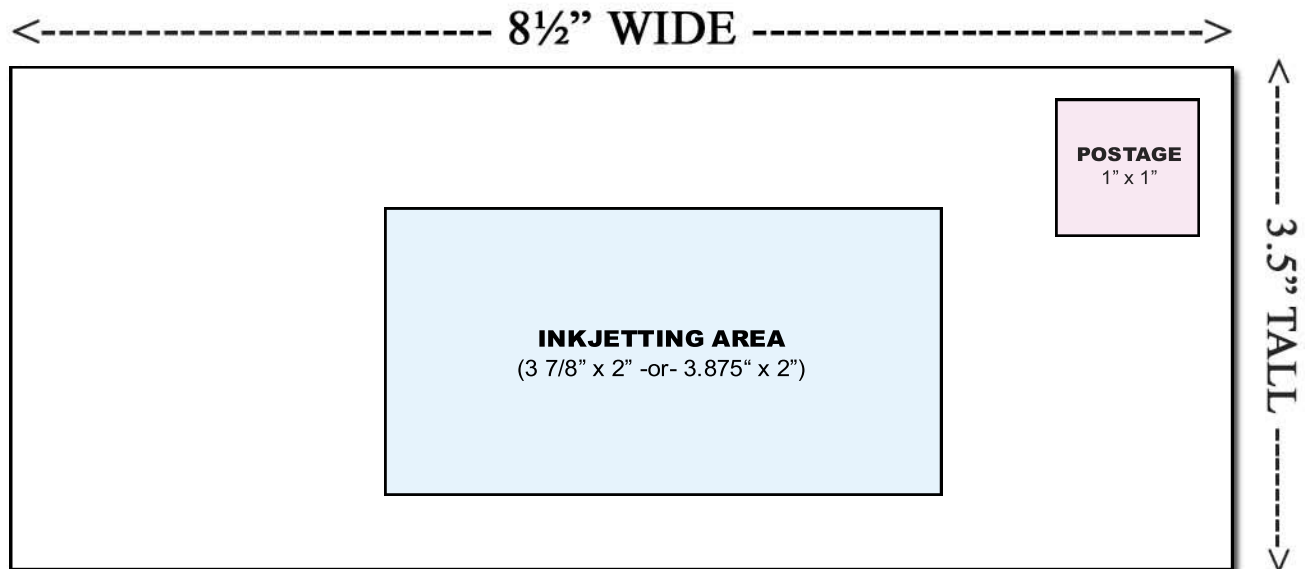


Image shown at 75% actual size

Once an 8½" x 14 brochure is folded, the finished size is approximately 8.5" wide and 3.5" tall.

Mailing specifications are less restrictive on a 8½" x 14 folded brochure. The dimensions of the area used to inkjet the recipient address is the same as the small postcard (3.875" x 2"); however it is not necessary to leave 5/8" white space at the bottom edge for barcoding. The postage indicia should be placed at 1" x 1" square.

The inkjetting and indicia spaces must be void of all color and text and may be placed freely in center to right half of the center brochure mail panel so long as the indicia is above the inkjetting space.

All other areas may be used freely for color and text; however we recommend that the return address be placed in the upper left or bottom left corner of the design.

Please feel free to [email us](#) should you have any questions concerning these requirements.