



Important Notes on #10 Envelope Layout:

Bring us your envelopes pre-labeled, OR send us your list to be processed and we will print labels and return them to you to be applied.

1. Use **Black Ink**, preferably in **12pt Arial** font.
2. No script or fancy fonts.
3. Allow **adequate space** between address and edge of window or label.
4. **Use Even Spacing**: All lines should be single spaced consistently with no blank lines.
5. **Post Office reads address from bottom up**:
 - Line 1 - City, State and Zip
 - Line 2 - Actual Mailing Address
 - If both PO BOX and Street Address appear in Address Block, this should be the PO BOX.
 - Line 3 - Suite or Apt if separate from other address info.
 - Suite or Apt CANNOT appear below Street Address.**
 - Line 4 - Company
 - Line 5 - Person's Name
6. City, State and Zip should appear on same line.
7. No information other than address should appear in address block.
8. Labels/address block **should not be skewed**.
9. **BARCODE CLEAR ZONE**: A 5/8" clear margin should be included along the bottom edge of the #10 envelope. This area is **REQUIRED** for postal barcodes and endorsements. (See yellow area in diagram).

NOT SHOWN TO SCALE

