

FRONT OF HALF SHEET POSTCARD

BLEED

SAFE ZONE

**THIS TEMPLATE CAN BE USED FOR ANY
SIZE POSTCARD. ADJUST THE DOCUMENT
PAGE SIZE KEEPING:**

BLEEDS = .125" (1/8 IN)

SAFE ZONE = .1875 (3/16 IN)

BACK OF HALF SHEET POSTCARD - **AUTOMATED PRESORT**

BLEED
SAFE ZONE

**FOR AUTOMATED POSTAGE RATES,
OR VARIABLE MAILINGS
(>200 PIECES)
PLEASE KEEP ALL AREAS IN LAVENDER
CLEAR OF ART OR TEXT.**

**THIS TEMPLATE CAN BE USED FOR ANY SIZE
POSTCARD. ADJUST THE DOCUMENT PAGE
SIZE KEEPING:
BLEEDS = .125" (1/8 IN)
SAFE ZONE = .1875 (3/16 IN)**

Please, include your data column headers in a separate layer with "<< >>" around each field as shown to the right.

You may include up to four lines in the addressing area, using 10 to 12 pt font.

Please, remember to include all fonts in packaged file, including any used in Photoshop or Illustrator.

Avoid the use of ligatures. Turn off ligatures in default settings.

4" minimum
from bottom

**RETURN ADDRESS
HERE**
no less than 4pt font in
upper 1/3rd of mailing area.

Clear Space = 1.75" x 1.0"

INDICIA Maximum Size: 1.5" x .75"	Minimum Size: .5" x .5"
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Keep art .25" away from indicia

CASS CERTIFIED ADDRESSING AND BARCODING AREA

<<Title>> <<First Name>> <<Last Name>>
<<Company>>
<<Street Address>>
<<City>>, <<State>> <<ZIP>>

barcode area, DDI will input



The text box itself must be less than or equal to 3.25" wide.
This is not the clear space.

CLEAR SPACE required for
Automated Processing indicated by Purple Area
3.75" x 2.75"

2.75" minimum for
addressing from bottom

DO NOT place any color, or artwork
3.75" as measured from the right edge and
4.0" as measured from the bottom.

BACK OF HALF SHEET POSTCARD - STAMPED

BLEED

**FOR 1ST CLASS STAMP,
OR VARIABLE MAILINGS
(<200 PIECES)**

**PLEASE KEEP ALL AREAS IN
LAVENDER CLEAR OF ART OR TEXT.**

RETURN ADDRESS
HERE
no less than 4pt font in
upper 1/3rd of piece.

Clear Space = 3" x .75"

Keep art .25" away from clear space

**THIS TEMPLATE CAN BE USED FOR ANY SIZE
POSTCARD. ADJUST THE DOCUMENT PAGE
SIZE KEEPING:**

BLEEDS = .125" (1/8 IN)

SAFE ZONE = .1875 (3/16 IN)

Please, include your data column headers in a separate layer with << >> around each field as shown to the right.

You may include up to four lines in the addressing area, using 10 to 12 pt font.

Please, remember to include all fonts in packaged file, including any used in Photoshop or Illustrator.

Avoid the use of ligatures. Turn off ligatures in default settings.

ADDRESSING AREA

MINIMUM CLEAR SPACE suggested by DDI
indicated by Purple Area
for Addressing

USPS Requires 4.75" x .625"

DO NOT place any color, or artwork 4.75" as measured from the right edge and .625" as measured from the bottom.