

ADDRESS PLACEMENT FOR DISCOUNTED FLAT SIZE ENVELOPES

THE FOLLOWING SPECIFICATIONS MUST BE FOLLOWED
WHEN ADDRESSING FLAT SIZE ENVELOPES.

HORIZONTAL FORMAT:

Measure the envelope to determine the center of the envelope. The recipient's address must then be placed to the right of the center, as a printed, not handwritten, label.

See the diagram.



VERTICAL FORMAT:

Measure the envelope to determine the center of the envelope. The recipient's address must then be placed in the top half of the envelope, as a printed, not handwritten, label.

See the diagram.

