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.

Top half

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.