

Per USPS, return address belongs here, not on the back of the envelope.



Standard #10 Envelope Template - FRONT

Envelope finished size: 9.5" x 4.125" - no bleed

USPS GUIDELINES:

Upper right corner should be reserved for postage or indicia.

Upper left corner should include return address.

Postage and delivery address must be on front.

Delivery address should be parallel to longest side of envelope.

Leave .25" along bottom right for USPS to add a bar code.

Postage
or
indicia

Left window envelope will have window here:
.5" from bottom and .875 from left side.

Left window envelope will have window here:
.5" from bottom and .875 from right side.

Leave this space free for USPS to add a bar code.

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Standard #10 Envelope Guidelines

Envelope finished size: 9.5" x 4.125" - no bleed

Color should be CMYK.

Resolution must be at least 300 ppi.

Export as Press Quality PDF with any template layer Off.

Include .063 inch bleed on each side.

Do not add Cropmarks.

Any file larger than 20 MB will need to be sent via our FTP site:

www.franklin.alphagraphics.com

Click the "Send a File" button on the floating menu on right.