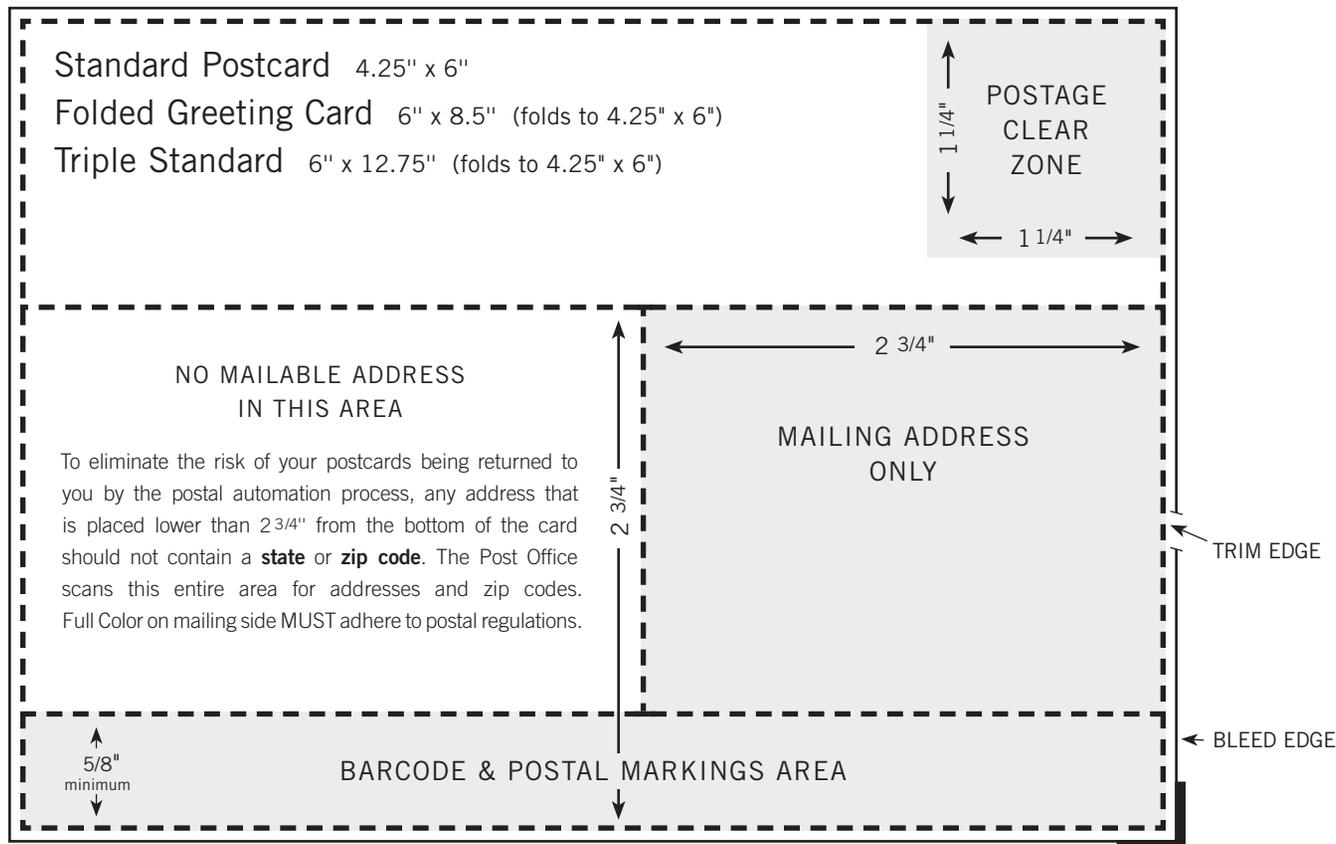


# Postal Guide

This mailing template reflects current postal requirements and these requirements allow for the proper automated handling of your postcards. Please make sure your layout complies with this template. Valid as of 2013.

## MAILER PLACEMENT for FOLDED PRODUCTS

The mailing section must be on an **EXTERIOR** panel.  
The fold must be positioned at the bottom, with the open edge at the top.  
On a tri-fold the mailing section must be on Panel 2 (the **middle** panel) of the exterior.



ALIGN WITH LOWER  
RIGHT CORNER OF MAILING PANEL

## AVOID THE SHADED AREAS

If you are mailing your cards, the shaded areas should be clear of any text. **The mailing address is the only text allowed in this area and should not interfere with the barcode area. Any background images in this area should be at 7% density or less.** Unless instructed otherwise, we will automatically comply with these guides when typesetting your card. **IF WE ARE MAILING YOUR CARDS, THIS GUIDE MUST BE FOLLOWED.**