

Return Name  
Return Address

Recipient Name  
Recipient Address  
(PREFERRED POSITION #1)

Postage  
or  
Permit

Recipient Name  
Recipient Address  
(ACCEPTABLE POSITION #2)

ACCEPTABLE  
RANGE

Recipient Name  
Recipient Address  
(ACCEPTABLE POSITION #3)

staple

(SPINE ON THIS SIDE)

11 inches

Center

# NEWSLETTER OR PUBLICATION (SELF-MAILED)

staple

8.5 inches

Return Name  
Return Address

Postage  
or  
Permit

# 9X12 ENVELOPE

Center

Recipient Name  
Recipient Address  
(NOTE THIS IS RIGHT OF CENTER)

9 inches

12 inches