

**Panel 1**  
(folds inward)

**Panel 2**

**FRONT COVER**  
**Panel 3**  
(folds over panel 1)

**8.5" x 11" Tri Fold**

**8.75 x 11.25" Bleed Size**  
Overall design should be bleed size

**8.5" x 11" Trim Size**  
Final trimmed size

**8.25" x 10.75" Safe Zone**  
Keep all important copy inside this margin

Non Profit  
or Standard  
PAID  
Salinas, CA  
PERMIT #

**OCR Read Area**  
Entire delivery address within OCR Read Area.

INK FREE ADDRESS AREA  
4" x 2.75"

.625" INK FREE BARCODE AREA

TAB

TAB

TAB

TAB

**TABS "stickers"** →  
Required to keep tri-fold closed

**TABS "stickers"** →  
Required to keep tri-fold closed

Fold Line

Fold Line

**RETURN ADDRESS AREA**  
required on all Presorted Mailings

Center Panel 3.66" wide (starts at 3.735" from bleed edge)