– Delivery address 1 inch lower and 1 inch to the right of return address
– Minimum clear area of 3/8 inch, recommend 1/2 inch
– Avoid skew
Address Placement — Unenclosed Flat

Address cannot read upside down and must be within top half of mailpiece

Address can read right or left and must be within top half of mailpiece

Front or Back of Piece

Spine or final fold
(piece not in envelope or polybag)