

(B) MAILING TAB:

(A) RETURN ADDRESS

(B) MAILING TAB:

(C) INDICIA:

Delete this template from your artwork before uploading your file.

← **Caution:**

Keep all text inside the green caution zone line.

← **Trim:**

Final cut line. Text or background should not end at the blue trim line.

← **Bleed:**

Extend all background color and images to the red bleed line.

**Orientation:**

To verify the orientation of your finished piece, print out the PDF proof and place the printed pages back-to-back so that the PrintPlace.com logo is in the top left corner when viewing either side. View back side by flipping backed-up pages horizontally like a book. Fold as specified in your order.

**Back  
Cover**

(D) MAILING PANEL

**Dimensions:**

Flat piece measures 8.5 x 11  
will fold to a finished size of 8.5 x 5.5

**Requirements:**

All requirements listed below apply only if postcard is mailing through PrintPlace.com

**(A) Return Address:**

Must be included in artwork  
Must be positioned on top half of card

**(B) Mailing Tab:**

Must be selected as an option when placing order

**(C) Indicia:**

Must not be included in artwork. Indicia will be inkjetted on finished printed piece.  
Must have a 1x1 white space in top right corner as indicated on template

**(D) Mailing Panel:**

Must be white; must measure at least 4x2; must not have any border on right or bottom edge; and must be positioned as indicated on template

Artwork on front cover  
needs to be placed "upside  
down" to appear right side  
up on finished piece.  
See "**Orientation**"  
instructions

**Front  
Cover**

For assistance or questions,  
call toll free **877-405-3949**.

1/8" - .125"  
1/8" - .125"