

## SAFE ZONE

Keep all important content within the blue lines

## DIE LINE

Anything outside the dotted line will be cut out



## BLEED

Background and borders should extend to the pink edge

### LAYOUT INSTRUCTIONS:

- 1) Use **ARTWORK** layer for your layout.
- 2) Put all **<variable text>** inside brackets. Place in **VARIABLE TEXT** layer.

### HOW TO SAVE FILE:

- 1) **DO NOT** delete any of the locked layers in the Layers Palette. These are non-printing layers.
- 2) Package file (File>Package)
- 3) Create a .zip of the packaged folder and send via FTP or other transfer system.

CARD 1  
FRONT

TRIM ZONE

CARD 2  
FRONT

TRIM ZONE

CARD 1  
BACK

TRIM ZONE

CARD 2  
BACK

TRIM ZONE

TRIM ZONE-Important layout elements in the green area are close to the die cut line

POSTAGE INDICIA  
CAN BE MOVED DOWN →  
TO GIVE MORE ROOM  
FOR ARTWORK

LEAVE  
ROOM FOR  
POSTAGE  
INDICIA

TRACKING BARCODE  
000000000000

↑  
TRACKING BARCODE  
CAN GO ANYWHERE  
ON LAYOUT EXCEPT IN  
MAILING AREA.

T1 P1 \*\*\*\*\*AUTO\*\*5-DIGIT 12345 1  
JOHN Q SAMPLE  
OR CURRENT RESIDENT  
5555 W HOME ST  
ANYTOWN, US 12345-6789



LEAVE PURPLE AREA BLANK  
See USPS\_Template.pdf for more details.

TRIM ZONE-Important layout elements in the green area are close to the die cut line