**Address Clearances**

**Letter and Postcard Size Mail**

- Must have at least 1/2” clearance from left hand edge
- Address must be at least 5/8” from the bottom

Ideal area for addressing is a minimum of 3 3/4” from the right hand edge back to the left and 2 5/8” up from the bottom.

**Flat Size Mail**

Flat size pieces of mail must be prepared so that when the bound edge is on the right, the address is in the top half of the piece. The address can be either perpendicular or parallel to the edge, but it can not be upside down.

- Since all 4 sides are sealed, any side is considered a bound edge, therefore the address can be located entirely in any quadrant, but not in the middle of the envelope.

**Example 9 X 12 Envelope**

- This is considered the top half of the piece

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