## Address Clearances

## Letter and Postcard Size Mail



## 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 perpindicular or parallel to the edge, but it can not be upside down.


Example $9 \times 12$ Envelope

- 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


