

# Outside of Top Flap

Dimensions: 3.5625" x 8.875"

Since 1881

The  
Herald

Your Premier Printing Company



## QUESTIONS?

Give us a call at  
419-492-2133

**THIS TEMPLATE IS FOR A  
#9 REMITTANCE ENVELOPE**

FOLD

# Front

Dimensions: 3.875" x 8.875"

This area will contain all mailing info

**NON- TEXT MARGIN:** All text should be kept at least .25" from the edge of the project. Anything within the non-text margin may be cut off during trimming.

**BLEED AREA:** This area extends .125" from the edge of the project. Any artwork that should reach to the edge of the project should extend into this area.

GLUE STRIP

## Inside of Top Flap

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#9 REMITTANCE ENVELOPE**

FOLD

**NON- PRINT ZONE:** No artwork or text should be in this area for folding and gluing purposes.

## Inside

Dimensions: 3.8125" x 8.875"

**NON- TEXT MARGIN:** All text should be kept at least .25" from the edge of the project. Anything within the non-text margin may be cut off during trimming.

**BLEED AREA:** This area extends .125" from the edge of the project. Any artwork that should reach to the edge of the project should extend into this area.

**WHEN CLOSED, GLUE STRIP WILL ATTACH HERE.  
ANY ARTWORK WILL BE DESTROYED WHEN THE ENVELOPE IS OPENED.**