

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

Dimensions: 3.5625"x 8.875"

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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.