

Return Address
Block

* Return address required on First Class Mail and Standard Mail with an ancillary service endorsement.

Position - Landscape orientation, in upper-left corner of mail piece.
NEVER at the bottom or lower half of mail piece.

Address Block

1. Position - Landscape orientation
2. Background color - white or approved color stock.
Try to avoid UV coating, aqueous coating, or varnish on address block.
3. Minimum height is 1 1/8", for a normal 4-line address with barcode and/or endorsement line.
4. Minimum width is 3 1/2"
5. Minimum placement is 5/8" clearance from bottom of mail piece.
6. Maximum placement is 4" from bottom of mail piece.
7. Margin from right edge of mail piece MUST be 1/2"

Address Block

Indicia
or
Postage

Indicia/Postage Area & Address Block Together in a Defined Area

1. Position - Landscape orientation
2. Background color - white or approved color stock.
Avoid UV coating, aqueous coating, or varnish on address block.
3. Minimum height is 2 1/2", for a normal 4-line address with barcode and/or endorsement line.
4. Minimum width is 4 1/2"
5. Minimum placement is 5/8" clearance from bottom of mail piece
6. Maximum placement is 4" from bottom of mail piece