

Letter / #10 Envelope Address Placement

Plavidian template — final mailability subject to USPS and production review

The diagram illustrates the address placement zones for a letter envelope. It features a large light blue rounded rectangle representing the envelope. In the top right corner, there is a dashed black rectangle labeled "Postage / indicia". In the center-left, there is a larger dashed black rectangle labeled "OCR read area — keep address and IMb clear and machine-readable". Inside this OCR area, the address is printed: "Mr. and Mrs. John A Sample", "99 Oak St", and "Anytown WA 98765-4321". In the bottom right corner, there is a dashed red rectangle labeled "IMb barcode clear zone".

Notes for letter / #10 envelope address placement

- Use this template for letter-size envelopes including window-envelope review. Confirm the address is fully visible through the window across the full address-block width.
- Keep the address and IMb within the OCR read area. If the IMb is placed in the barcode clear zone, reserve the lower-right area of the piece: 5/8 inch up from the bottom edge and 4-3/4 inches in from the right edge, kept free of other printing.
- The postage / indicia area sits in the upper-right corner. Permit imprint, meter strip, or stamp may all be used.
- For window envelopes, allow at least 1/8 inch of address shift in any direction so the address never disappears behind the window edge.
- Address must read left-to-right parallel to the long edge. It may not be tilted, perpendicular, or rotated on an envelope mailpiece.

Template is a planning guide, not a substitute for final USPS / DMM review or Plavidian mailpiece approval.