

Return Address Zone

Postage Zone

Leave blank unless you are providing an indicia

Safe Zone

All critical elements (text, images, graphics, logos, etc. must be kept inside the green box.)

Finish Zone

Please allow 1/8" or 0.125" tolerance all around. Design up to - but not past this line.

Destination Address Zone



Number 10 Plain Envelope

Finished size 4.125" x 9.5"

Important

Please remove or hide our guideline/instructions before saving your files, or else they will be printed. All text should be converted to outlines. Lacasse Printing is not responsible for guides layer left in customer's document.