

How to Use USPS Mail Panel Template

Step 1:

- ✓ Open the design document for your mailer.

Step 2:

- ✓ Place the USPS template in your document at actual size (do not resize or change proportions).

Step 3:

- ✓ Align the PDF to the bottom right corner of your document.

Step 4:

- ✓ The resulting guide will show you where you can place your recipient's address.

Why Is Placement Important?

- ✓ This placement makes mailing automation easier for the Post Office. When the address is placed within these guidelines, their scanning equipment can read your address quickly, saving time and money on your mailing.