

1.0 INTRODUCTION

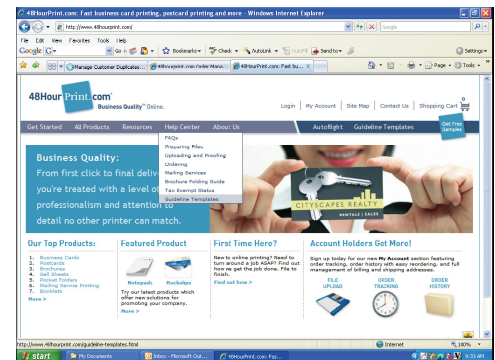
48HourPrint.com offers convenient, affordable mailing services. Using a state of the art mailing facility, we offer you discounted postage and a complete mailing solution. We have also created and provided guides and templates for customers to use when designing and/or laying out a mailer. Due to specifications set by the postal service, there are certain constraints that must be taken into consideration for each mailer.

For your convenience we have created these instructions to help guide you step by step through this process.

2.0 DOWNLOADING TEMPLATES

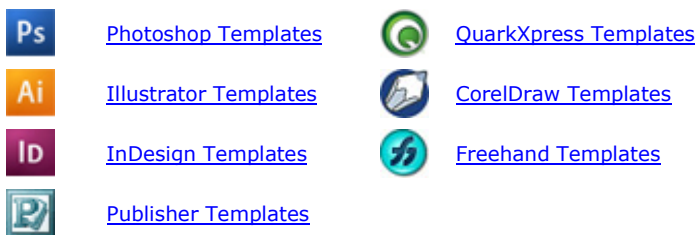
STEP 1

When starting any job with 48HourPrint.com, it is recommended that you first download the product specific template provided for the associated graphics program you will be using. Templates can be found by clicking on the **Guideline Templates** link in the top right hand corner of the website, or by selecting **Help Center > Guideline Templates** from the website.



STEP 2

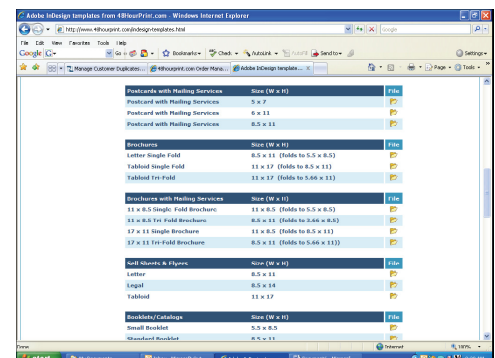
Select the program that you will be creating your design/layout in.



STEP 3

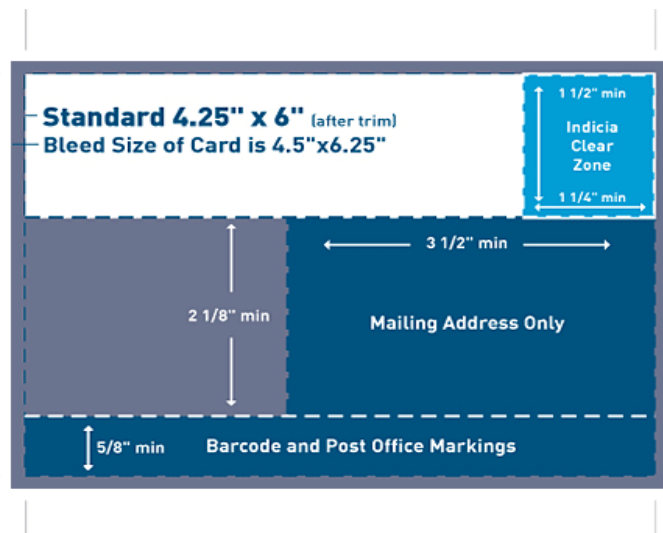
Then find the product and size you need and click on the **File Folder** to save the template to your desktop. Please note that the guideline templates do not contain any designs. They are application specific files that include predefined guidelines indicating bleed, safety, and trim specifications.

The **Mailing Templates** will provide the dimensions and specifications necessary for designing a mailing item.



3.0 MAILING SPECIFICATIONS

To review the mailing specifications required for a mailer without using a template, select **Mailing Services** from the **Help Center** and then select the **Postal Regulations** option.



Postage – (Light Blue Area – Indicia Clear Zone)

This area is for postage only

1 1/2" minimum space from the top trim line

1 1/4" minimum from the right side trim line

(Indicia Clear Zone - No Text/Graphics)

No Mailing Address Area – (Purple Square)

See **No Mailing Address Area** below

Mailing Address Only – (Dark Blue Area)

Mailing address text ONLY

2 1/8" from the top barcode line (2 3/4" from bottom)

3 1/2" minimum from the right side trim line

(No Text/Graphics/Shading - Area must be blank with no dark shading)

Barcode & Post Office Markings – (Dark Blue Area)

For Post Office use only

5/8" minimum from the bottom trim line

(No Text/Graphics/Shading - Area must be blank with no shading)



Design Area

When designing a mailing piece, please design in the designated areas as shown above. The dimensional constraints as specified in the diagram above can be used for any/all print sizes available.



No Mailing Address Area

There should be **NO** properly formatted mailing address in this area. However, addresses may be printed in the **Design Area** (White) above.

However, addresses may be printed in the Design Area (White) above. These guidelines must be met to proceed with the Mailing Services process.