

9 in

bleed 1/8 in

YOUR ORGANIZATION
100 SAMPLE STREET
VISTA CA 92081

PRSRT STD
U.S. POSTAGE
PAID
VISTA, CA
PERMIT NO. 123

1 *****AUTO**5-DIGIT 92081



JANE A SAMPLE
123 MAIN ST STE 200
VISTA CA 92081-1234

TOP HALF - address must be entirely above this line

safe 1/8 in

Plavidian mailpiece layout guide - flat-port

Unbound flat 9 × 12 in, held with a shorter edge at the top. Address block in the upper half.

- 1 Delivery address, entirely in the top half. For an enveloped, polywrapped or unbound flat the "top" is either shorter edge; the whole address block must be within the half nearest that edge, at least $\frac{1}{8}$ in from any edge, parallel or perpendicular to the top edge and never upside down. (DMM 202 §2.2.1-2.2.2)
- 2 IMb - anywhere on the address side. Automation flats: the barcode may be anywhere on the address side at least $\frac{1}{8}$ in from any edge; in the address block as shown is the norm. Skew up to $\pm 10^\circ$. (DMM 202 §5.2.1, 204 §1.4.2)
- 3 Permit imprint. Upper right of the address side. (DMM 604 §5.3)
- 4 $\frac{1}{8}$ in edge margin. No part of the address or barcode within $\frac{1}{8}$ in of any edge (dashed line). (DMM 202 §2.2.1)

Flat-size (DMM 201 §4.0): more than $6\frac{1}{8}$ in high or $11\frac{1}{2}$ in long or $\frac{1}{4}$ in thick, up to $12 \times 15 \times \frac{3}{4}$ in. Address placement (DMM 202 §2.2): for enveloped, polywrapped and unbound flats the top is either shorter edge and the entire address must be in the top half. Portrait pieces read naturally: address in the upper half. There is no OCR read area or barcode clear zone on flats; the automation IMb goes anywhere on the address side $\frac{1}{8}$ in or more from the edges (§5.2.1).