

6x4.25 Direct Mail Postcard (front)

**Place this template in a separate layer
in your layout program and delete or turn off
before sending/exporting your file.**

Margin →
For best results keep text
and images that must be
seen and read at least 1/8"
from edge of page.

← **Bleed**

For borderless edges, extend images, photos and/or solid background colors 1/8" beyond the edge of the page. This area (yellow) will be trimmed during the finishing process. It should not contain any information you intend to be seen or read.

↓ **Trim**
Edge of page.

6x4.25 Direct Mail Postcard (back)

**Place this template in a separate layer
in your layout program and delete or turn off
before sending/exporting your file.**

Remember to leave room for the mailing indicia or stamp and the sender's and receiver's address. **Space for mailing info must be at least 4x2.25"!**

**Postage
Clear
Zone
Option 1**

Margin →
For best results keep text and images that must be seen and read at least 1/8" from edge of page.

Bleed

For borderless edges, extend images, photos and/or solid background colors 1/8" beyond the edge of the page. This area (yellow) will be trimmed during the finishing process. It should not contain any information you intend to be seen or read.

Trim

↓
Edge of page.

**Postage
Clear
Zone
Option 2**

← **Area for Mailing Information Only** →