

BLEED

TEXT/LOGO SAFETY

NO ARTWORK ALLOWED IN THIS AREA.

.375" MIN.



INVISIBLE 2D BARCODE

NO ARTWORK ALLOWED IN THIS AREA.

TEXT/LOGO SAFETY

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LA 8.5" X 11" LETTER WITH INVISIBLE 2D • REV.01.08.10

TEXT/LOGO SAFETY

BLEED

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1 Page of a properly formatted background PDF.
High resolution with crop marks and bleeds.

<S_Full Name>
<S_Company>
<S_Address 1>
<S_Address 2> <S_Address 3>
<S_Address 4>
<S_City>, <S_State> <S_Zip>

S_ to denote a
Sender Field

<First> <Middle> <Last>
<Company>
<Address 1>
<Address 2> <Address 3>
<Address 4>
<City>, <State> <Zip>

Without an
S_ are
assumed
to be
Recipient
fields.



From this page to the end are how to provide an example file.





July 10, 2012

<First> <Middle> <Last>
<Title>
<Company>
<Address 1>
<Address 2> <Address 3>
<Address 4>
<City>, <State> <Zip>

The Greeting Field will typically
be Dear <First Name>

<Greeting>,

<Body Text goes here>

<S_Closing>,

<S_My Name>

Balance of variable data passed
from client systems like
Salesforce, Eloqua, etc.

<S_Full Name>
<S_Title>
Office: <S_Phone>
Mobile: <S_Mobile>
Fax: S_Fax
<S_Email>

<P.S. Goes here>

Sender contact fields

<S_Address 1> • <S_Address 2> <S_Address 3> • <S_City>, <S_State> <S_Zip>