

KEY / LEGEND

Helpful guidelines on how to use our templates



WHITE SOLID AREAS
Printable Area
Art is only allowed here.



RED SOLID AREAS
Cannot Print Here
All art within this area will be cut off.



GRAY DOTTED OUTLINE
Under Seams & Edges
Seams on the back or inside may show through as slight discoloration when printed due to the variation of paper thicknesses when overlapping in those areas.



PINK DOTTED OUTLINE
Flap Seam / Edge



GREEN SOLID OUTLINE
Visible Seams & Edges
These are the edges that are visible on the side of the template you are viewing.



GOLD SOLID FILL
Gum Lines
Any print within these areas will be lost when reopened.



NO.10 ENVELOPE - 9.5” X 4.125”
BACK SIDE FLAP: TOP OF LONGER SIDE
No Bleeds Available. Make sure to turn on Guides in the application your opening this template in.



***NO GRAPHICS TO BLEED TO THE EDGE -**
please ensure not to have any text or graphics go beyond the “Safety Line” for we need 10mm clear of any graphics all the way around the envelope. We cannot print graphics to the very edge of the finished envelope.

Delete this template when done, or ensure the artwork covers it completely. **DO NOT** submit artwork with this template showing as it will print.

----- WARNING -----

Seams on the back or inside may show through as slight discoloration when printed due to the variation of paper thicknesses when overlapping in those areas.

Avoid Heavy Coverage of Ink on these locations as the discoloration is very visible.

Jobs cannot be rejected due to this limiatation and is not covered under 100% Satisfaction Gurantee Policy.