

THIS IS THE SAFE PRINT AREA
FOR THE RETURN ADDRESS

This area is visible through the window (leave blank)

THIS IS THE SAFE PRINT AREA
FOR THE DELIVERY ADDRESS

This area is visible through the window (leave blank)

To test the placement of the return address and delivery address on standard PnD #10 double window envelope stock:

1. Print this page at 100%
2. Put the printed paper back in the printer
3. Print your letter
4. Check alignment of letter. Addresses should fit within the safe print area to ensure the address will show correctly. Keep all other information out the of visible window area.

FOLD

FOLD

For additional tips on our mail services, visit our resources page and filter by *Mailing*.
oregon.gov/das/printmail/pages/resources.aspx