

To test the placement of the delivery address on standard PnD #10 single 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.

THIS IS THE SAFE PRINT AREA
FOR THE DELIVERY ADDRESS

This area is visible through the window (leave blank)

FOLD

FOLD

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