

#10 CRM Envelope Template (4-1/8" x 9-1/2")

This template was created to help you accurately construct a #10 Courtesy Reply Mail Envelope. It consists of 3 layers:

1. Instruction Layer (which you are now on).
2. Working Layer (where you will construct your CRM).
3. Dimensions Layer (shows you the boundaries for the placement of information).

As shown below, there are **two** areas that must be completed on the Working Layer of your CRM:

- 1 The address where CRM is returned.
- 2 11-digit delivery point barcode.
- 3 FIM A. (Do Not Move.)

For further technical information, please use the MDA locator for assistance.

The diagram illustrates the Working Layer of a #10 CRM Envelope Template. It features a large rectangular area with a thin black border. In the center-left, a red bracket groups the following address text: MR JOHN SMITH, MANUFACTURES ASSOCIATION, 300 MAIN ST, and ALEXANDRIA VA 22314-1234. A blue circle with the number 1 is positioned to the left of this bracket. In the bottom-right corner, a red oval encloses a 11-digit delivery point barcode, with a blue circle containing the number 2 to its left. In the top-right corner, there are three vertical black bars of varying heights, with a green circle containing the number 3 to their left. To the right of these bars is a rectangular box containing the text: First-Class Postage Required, and Post Office will not deliver without proper postage.

USPS CRM Template #10 Envelope 4-1/8" x 9-1/2"

Instructions Layer

January 2001 File Name: d10.pdf



First-Class
Postage
Required

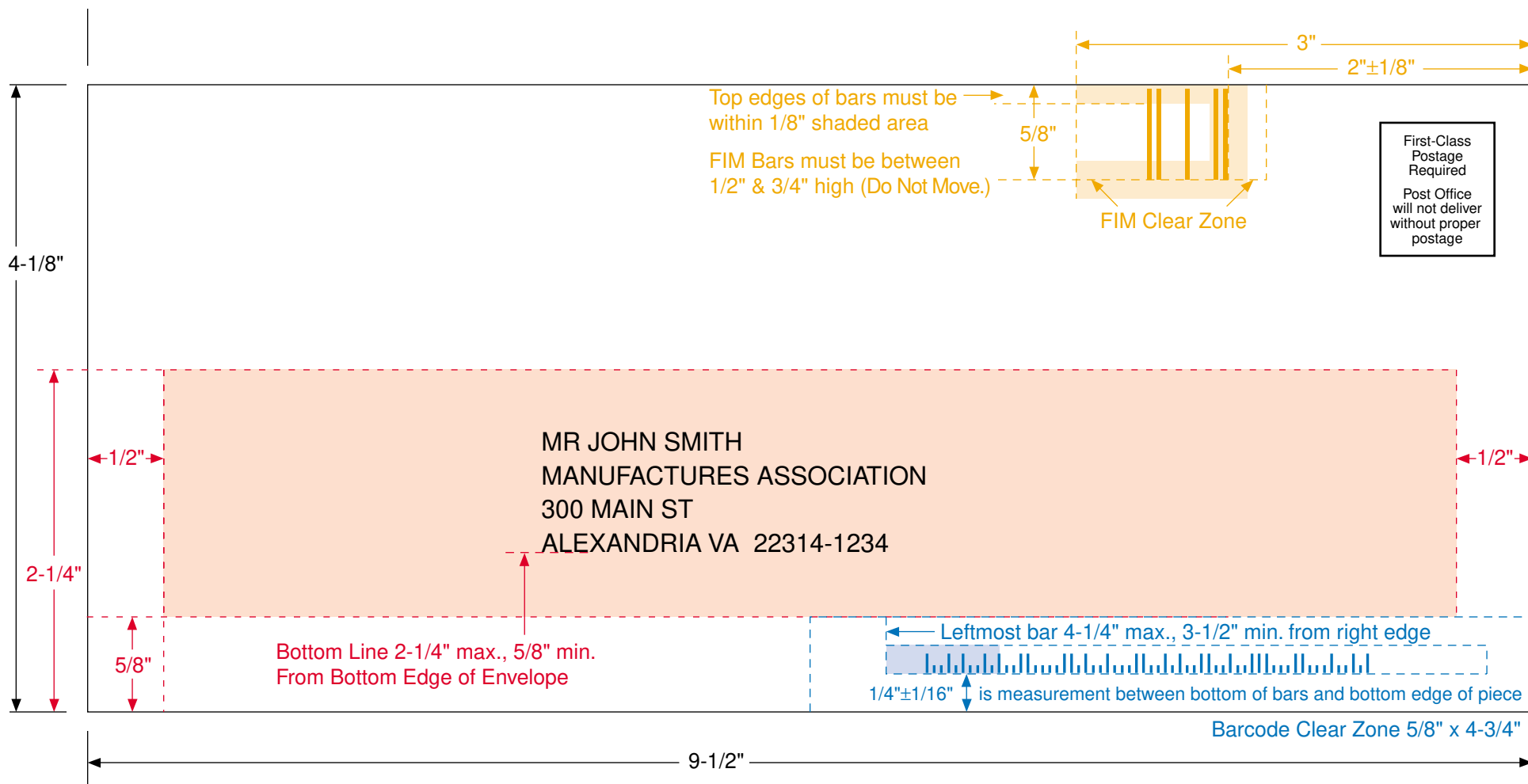
Post Office
will not deliver
without proper
postage



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Working Layer

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Dimensions Layer