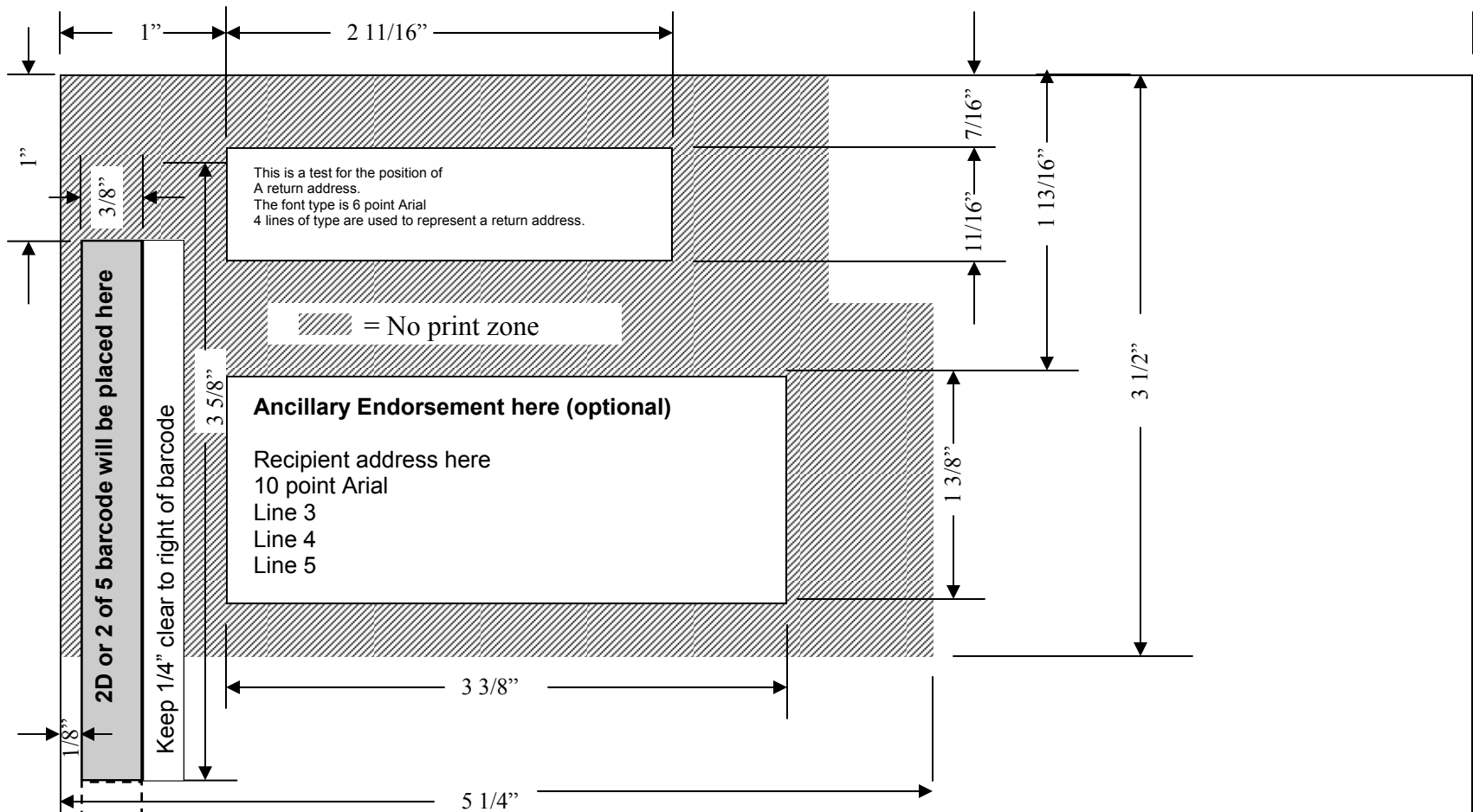


**Document template for use with state standard envelopes
#10 and 6" x 9.5" double window**

Ver. 7/2015



Barcode related print only

Other Specifications:

- Paper weight: 20# bond minimum, 24# bond for best results
- Pages preferred to be numbered
- #10 envelope can contain from 1 to 7 sheets, tri-fold
- 6" x 9.5" envelope can contain up to 17 sheets, half-fold
- Main document finished size should be 8.5" x 11"
- Address placement matches state standard double window #10 or 6" x 9.5" envelopes only
- Barcode placement matches state standard intelligent inserter scan location regardless of envelope used

NOTE: If this template is reproduced in any way the dimensions may change.