

## #7-3/4 BRM Envelope Template (3-7/8" x 7-1/2")

This template was created to help you accurately construct a #7-3/4 Business Reply Mail Envelope.

It consists of 3 layers:

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

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

- 1 Business Reply Legend: Insert permit number, city, and state where permit is issued.
- 2 The address where BRM is returned.
- 3 Unique 9-digit ZIP+4 barcode assigned by Postal Service.
- 4 FIM C. (Do Not Move.)

For further technical information, please reference QSG 922 and DMM S922.5.

The diagram illustrates the Working Layer of a #7-3/4 Business Reply Mail Envelope. It features a central rectangular area with a black border. Inside this area, there are several key elements:

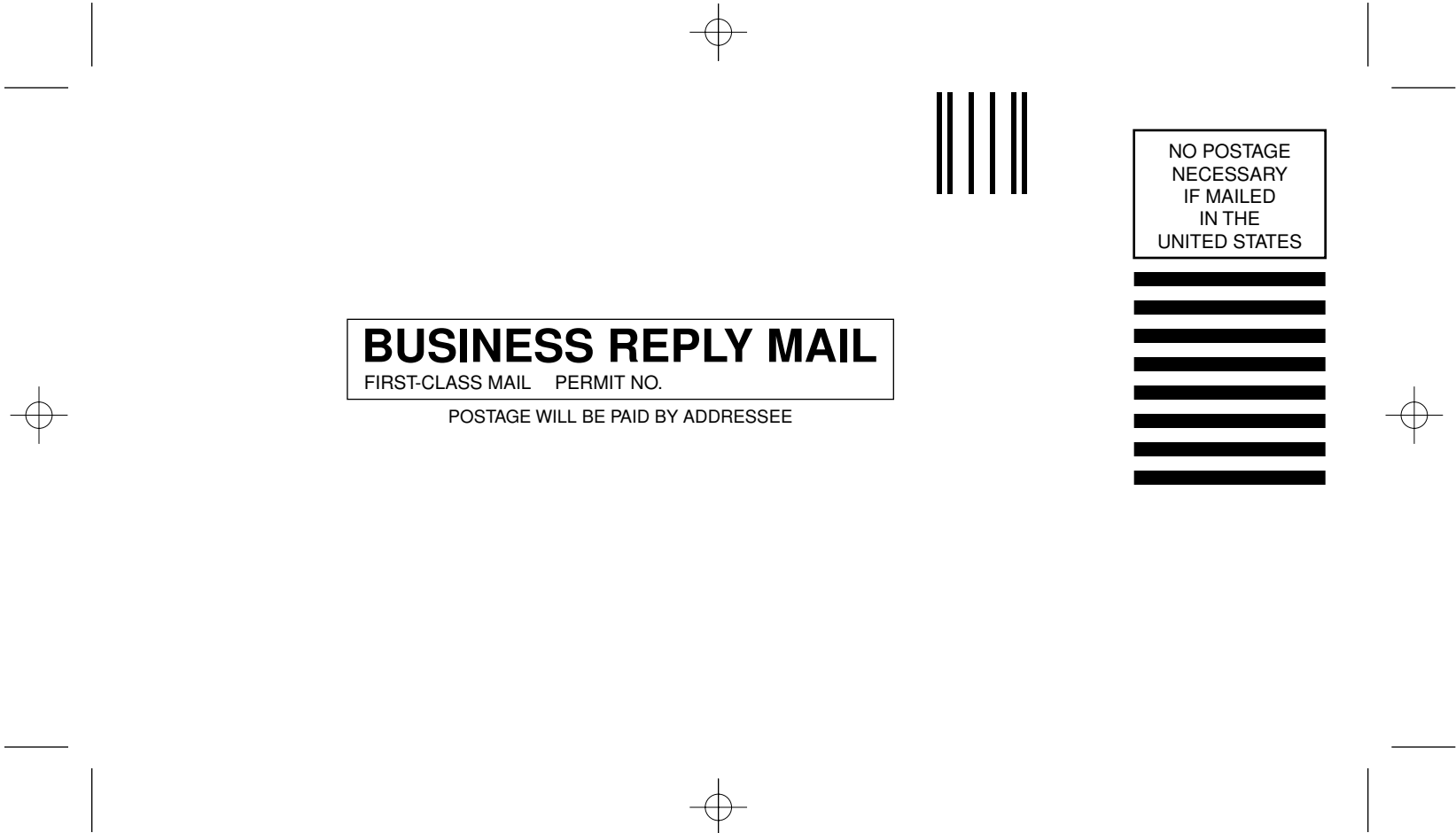
- Callout 1:** Points to the "BUSINESS REPLY MAIL" header, which includes "FIRST-CLASS MAIL", "PERMIT NO. 1234", and "ALEXANDRIA, VA". Below this header is the text "POSTAGE WILL BE PAID BY ADDRESSEE".
- Callout 2:** Points to the return address: "MR JOHN SMITH", "MANUFACTURES ASSOCIATION", "300 MAIN ST", "ALEXANDRIA VA 22314-9800".
- Callout 3:** Points to a 9-digit ZIP+4 barcode at the bottom center.
- Callout 4:** Points to a series of vertical bars (FIM C) in the top right corner.

To the right of the main envelope area, there is a box containing the text "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" and a series of horizontal bars below it.

USPS BRM Template #7-3/4 Envelope 3-7/8" x 7-1/2"

**Instructions Layer**

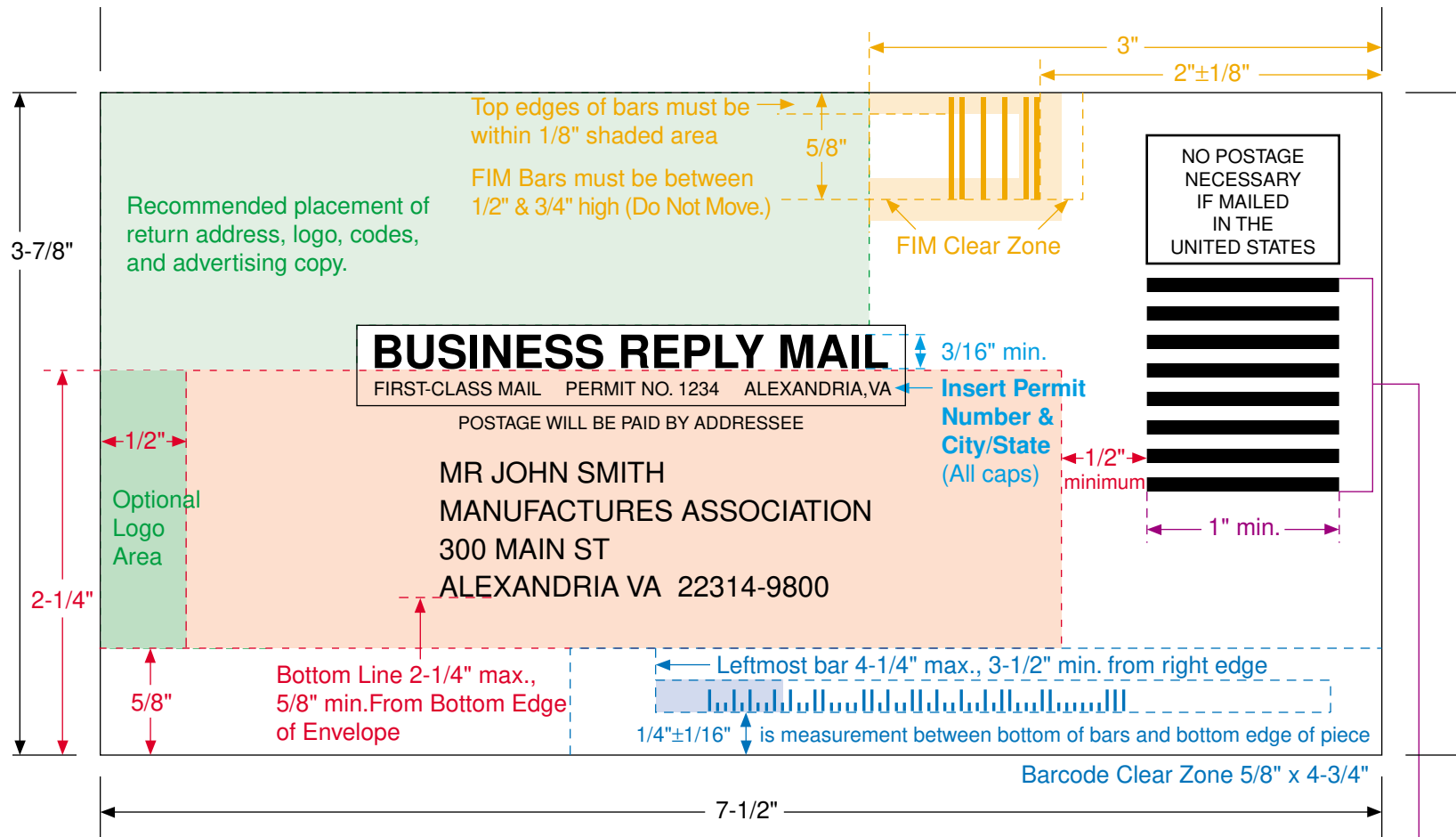
January 2001 File Name: b734.pdf



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**Working Layer**

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Horizontal Bars must be 1/16" to 3/16" thick, evenly spaced, and at least 1" long. The bottom bar must be above the top of the delivery address line, see S922.5.7.

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**Dimensions Layer**