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

This template was created to help you accurately construct a #10 Business Reply Mail Envelope.

It consists of 3 layers:

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

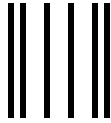As shown below, there are **three** areas that must be completed on the Working Layer of your BRM:

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.

4

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

1

BUSINESS REPLY MAIL

FIRST-CLASS MAIL   PERMIT NO. 1234   ALEXANDRIA,VA

POSTAGE WILL BE PAID BY ADDRESSEE

2
MR JOHN SMITH
MANUFACTURES ASSOCIATION
300 MAIN ST
ALEXANDRIA VA 22314-9800

3

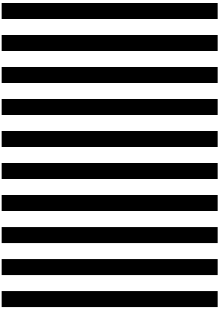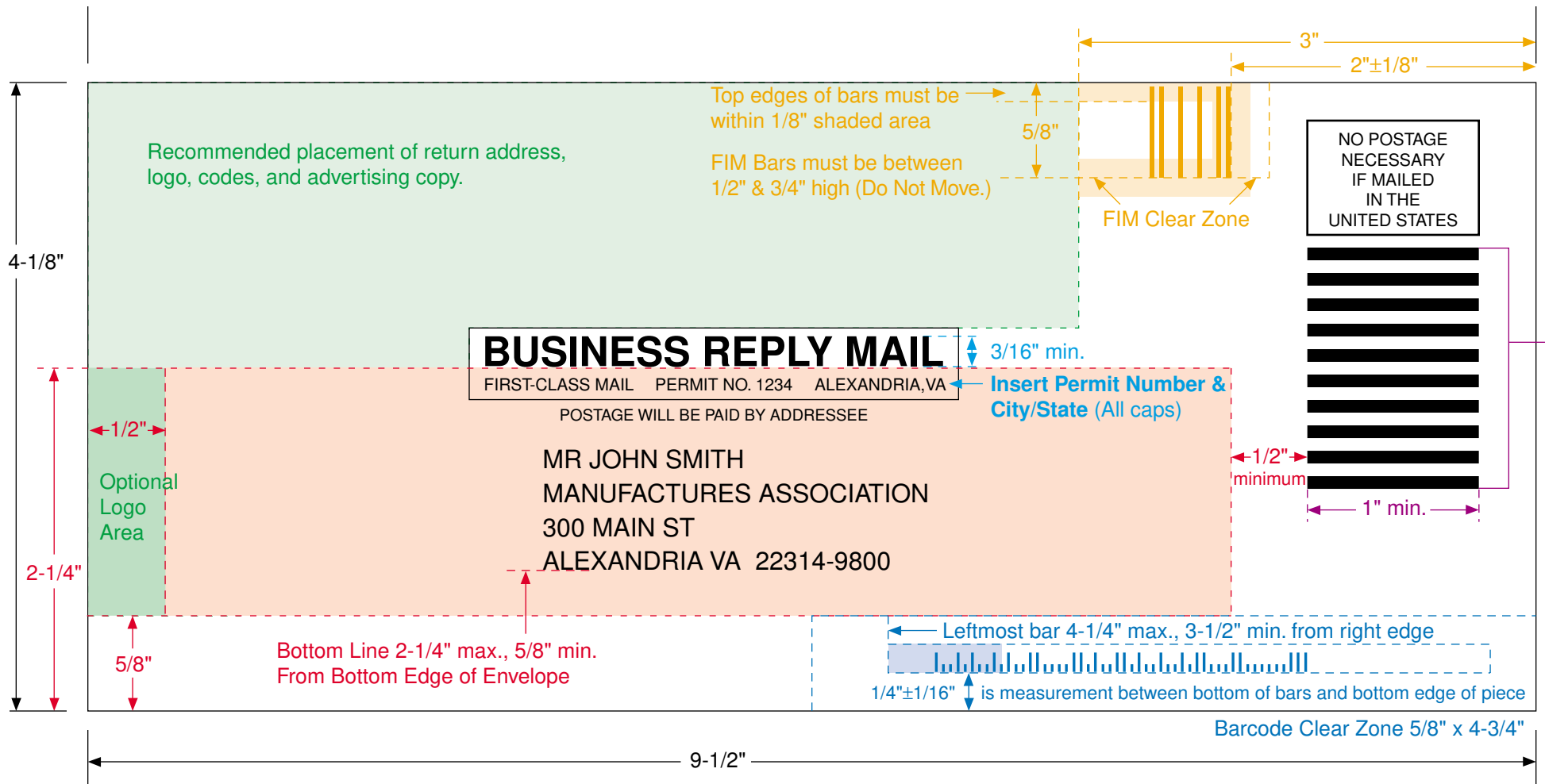**BUSINESS REPLY MAIL**

FIRST-CLASS MAIL   PERMIT NO.

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

Working Layer

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3"

2"±1/8"

Recommended placement of return address, logo, codes, and advertising copy.

Top edges of bars must be within 1/8" shaded area

5/8"

FIM Bars must be between 1/2" & 3/4" high (Do Not Move.)

FIM Clear Zone

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UNITED STATES

4-1/8"

BUSINESS REPLY MAIL

3/16" min.

FIRST-CLASS MAIL   PERMIT NO. 1234   ALEXANDRIA,VA

Insert Permit Number & City/State (All caps)

POSTAGE WILL BE PAID BY ADDRESSEE

1/2"

MR JOHN SMITH

Optional Logo Area

MANUFACTURES ASSOCIATION

300 MAIN ST

1/2"
minimum

ALEXANDRIA VA 22314-9800

2-1/4"

1" min.

Bottom Line 2-1/4" max., 5/8" min. From Bottom Edge of Envelope

5/8"

Leftmost bar 4-1/4" max., 3-1/2" min. from right edge

1/4"±1/16"   is measurement between bottom of bars and bottom edge of piece

Barcode Clear Zone 5/8" x 4-3/4"

9-1/2"

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.

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

Dimensions Layer

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