

IMPORTANT: ENVELOPE ARTWORK GUIDELINES

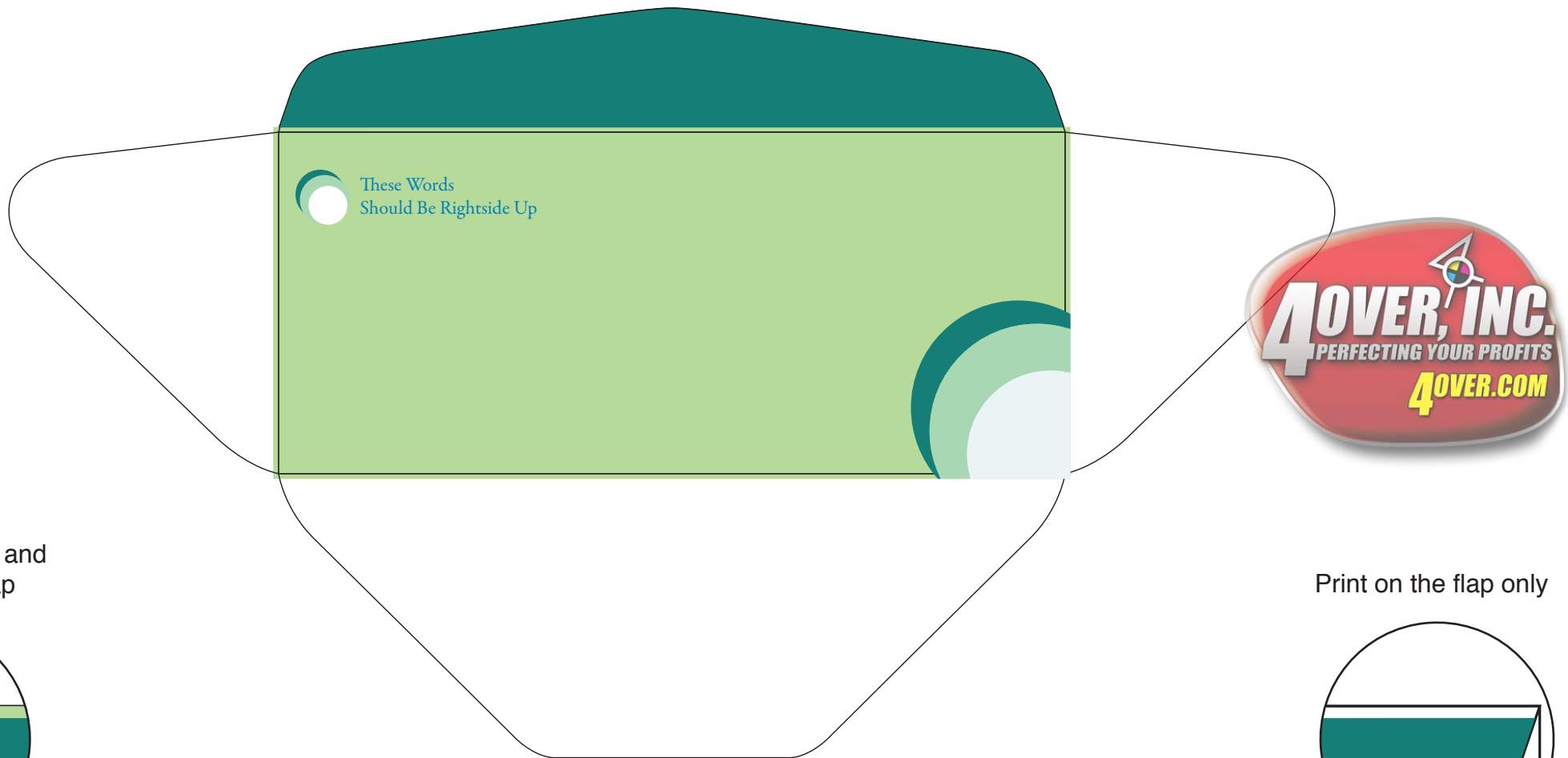
It is required that there be 1/16" *overbleed* and *color wrap* onto the back of the envelope to allow for movement throughout the bindery process.

It is normal for the artwork on the finished envelopes to vary slightly from one piece to another because of movement during the run and could vary up to 1/8". As a result of the intensive bindery processes, die cutting, scoring, folding and gluing (ie. converting), the *color wrap* and *overbleed* may not be even on all sides.

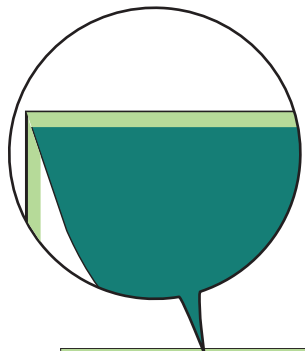
4OVER SMART CERTIFIED TEMPLATES

To produce envelopes at the highest quality possible, artwork that has bleed on the face or print on any flap is required to be placed on a 4over Certified Smart Envelope Template. This will ensure that the artwork layout is aligned the way it is intended to print and be converted.

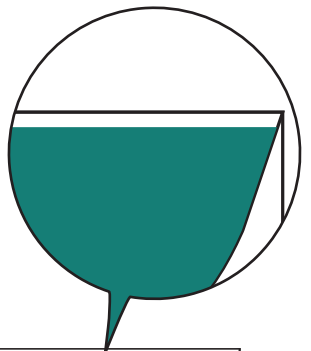
Front View of a Flat No.10 envelope



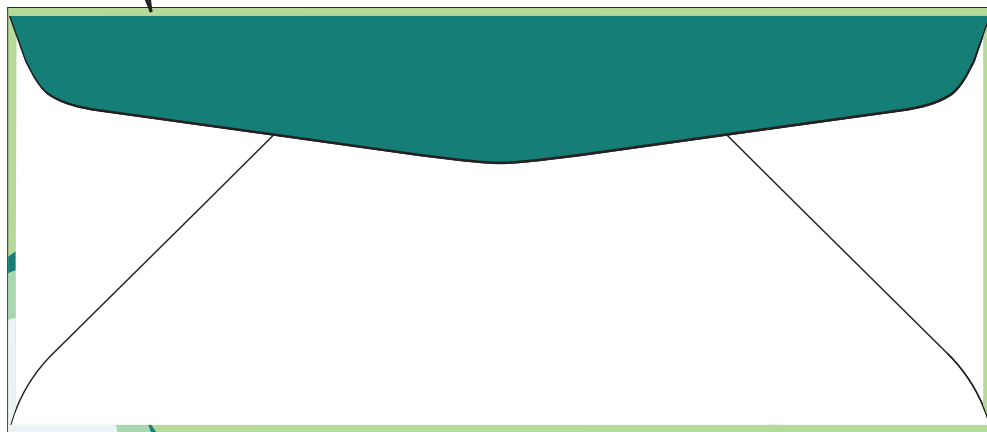
Bleed on the face and
Print on the flap



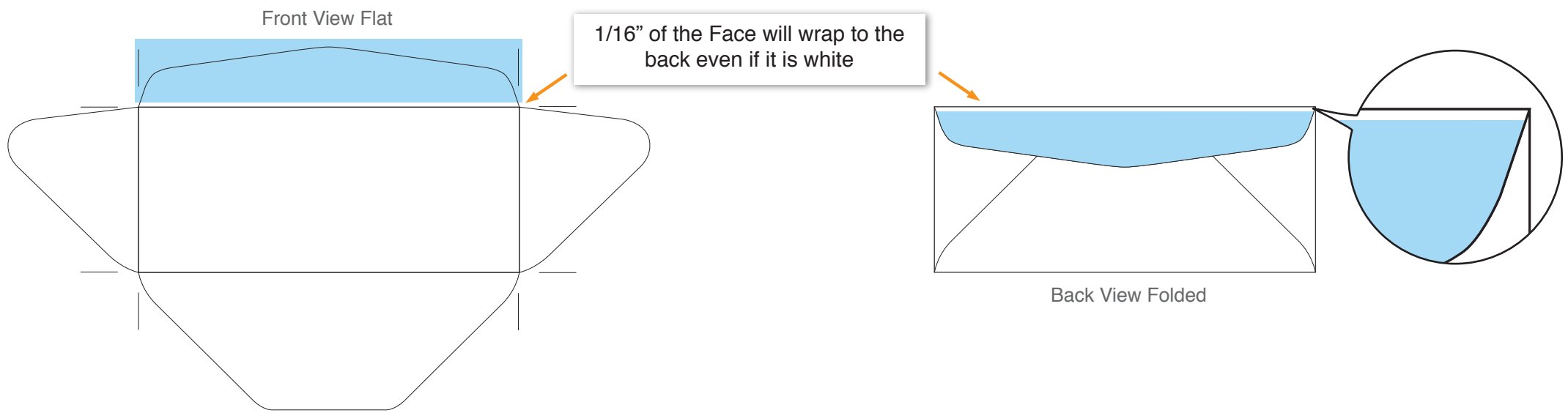
Print on the flap only



Back View of a folded and converted No.10 envelope



Normal Overbleed / Color Wrap



Ideas for designers to avoid the appearance of Overbleed / Color Wrap

