

# #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.

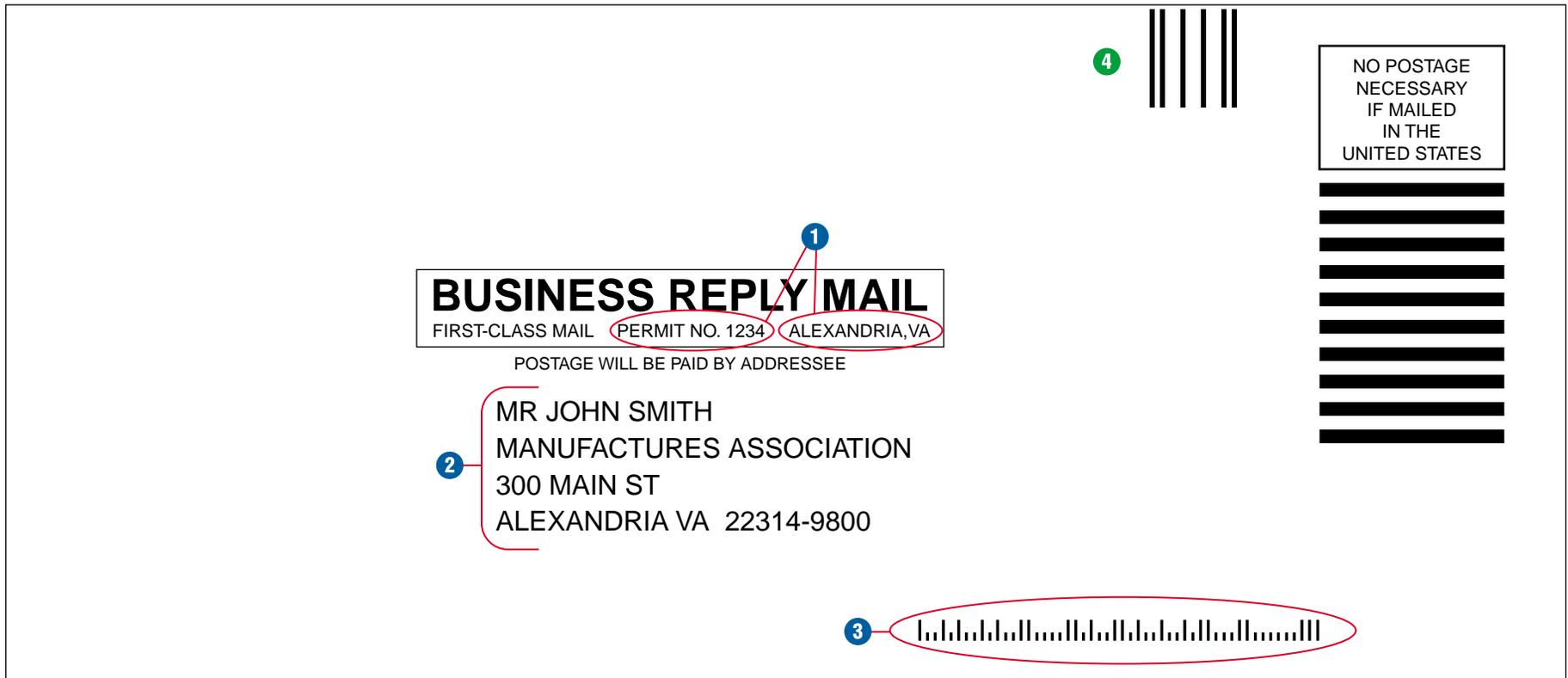
It consists of 3 layers:

1. Instruction Layer (which you are now on).
2. Working Layer (where you 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.

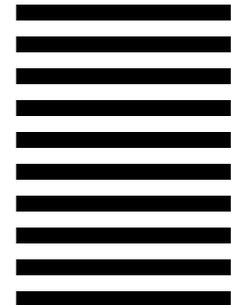


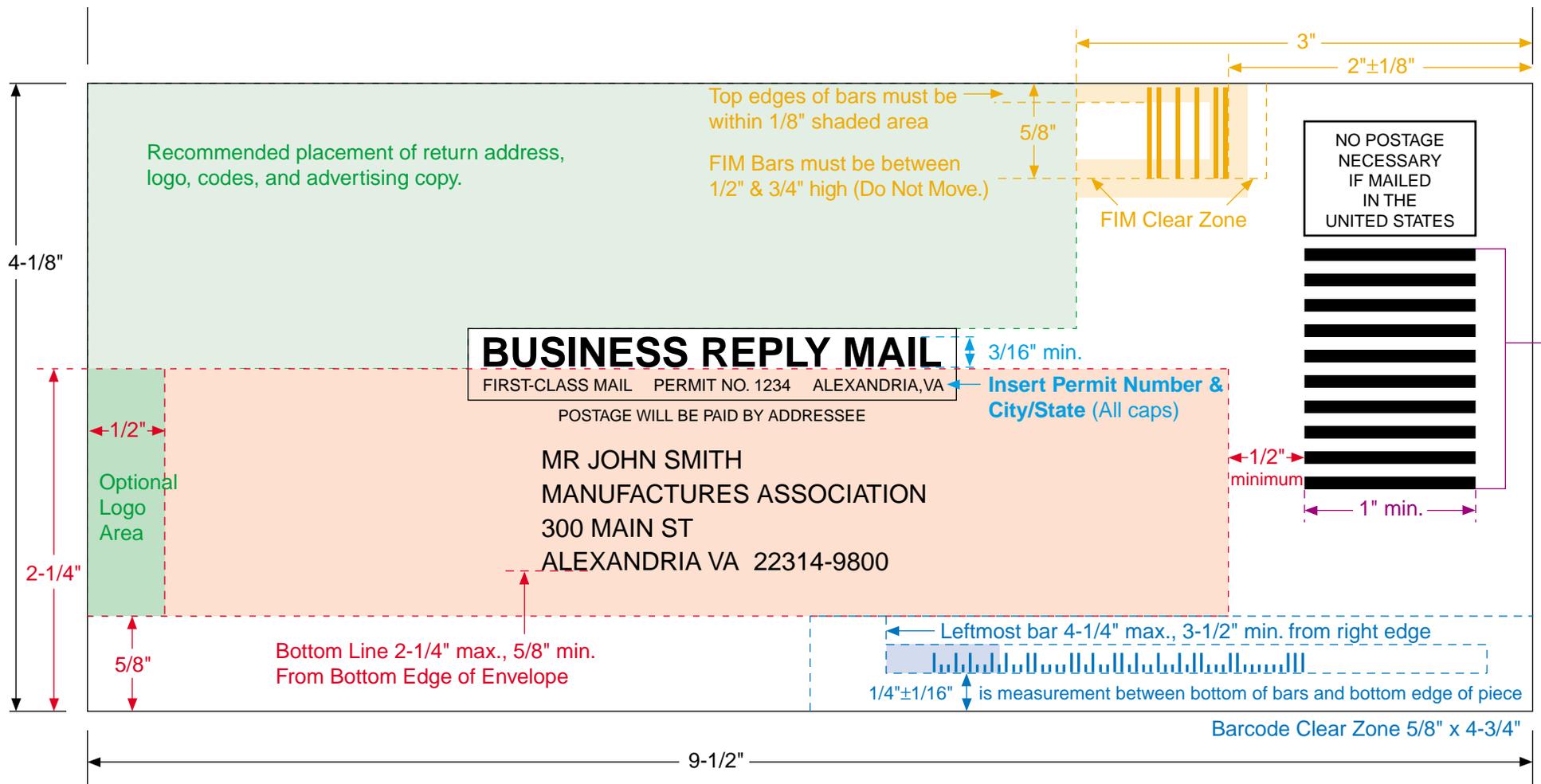
**BUSINESS REPLY MAIL**  
FIRST-CLASS MAIL PERMIT NO.

POSTAGE WILL BE PAID BY ADDRESSEE



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES





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

**Dimensions Layer**

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.