

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

This template was created to help you accurately construct a #10-1/2 Business Reply Mail Envelope.

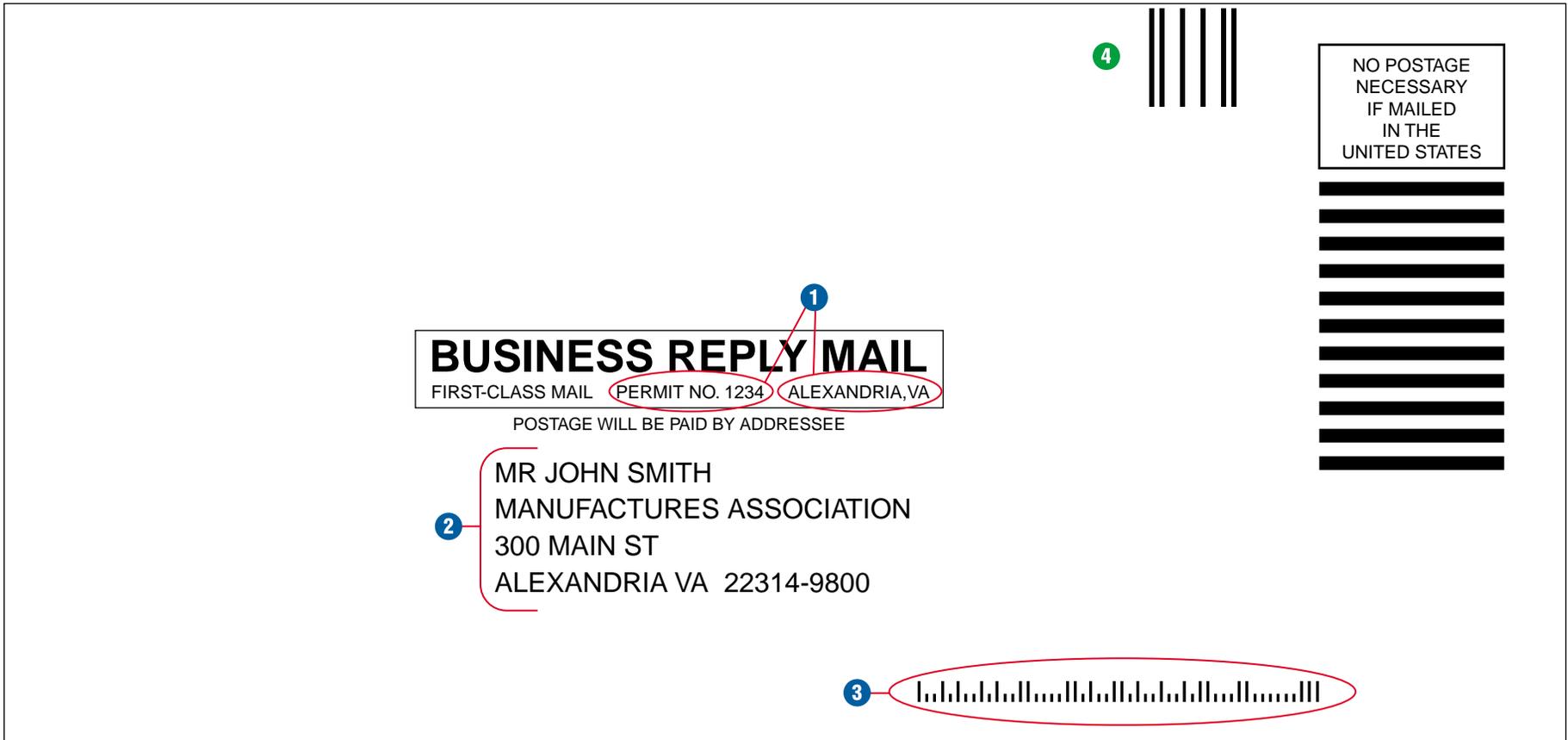
It consists of 3 layers:

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.



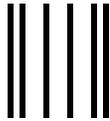
USPS BRM Template #10-1/2 Envelope 4-1/2" x 9-1/2"

Instructions Layer

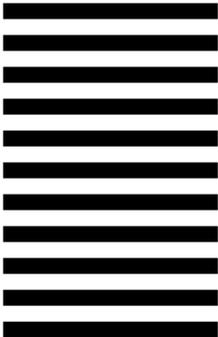
January 2001 File Name: b1012.pdf

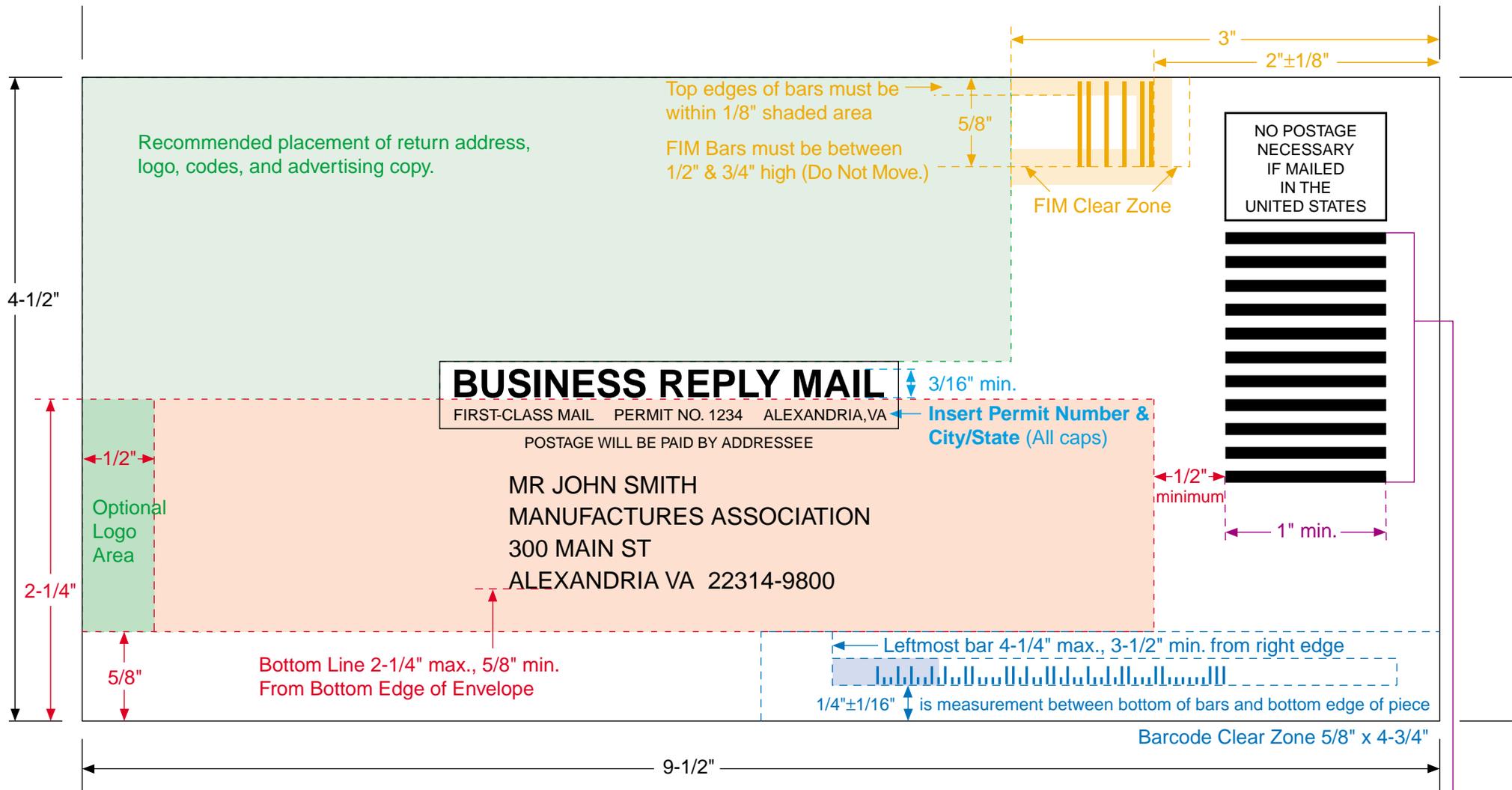
BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO.

POSTAGE WILL BE PAID BY ADDRESSEE



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES





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

Top edges of bars must be within 1/8" shaded area
 FIM Bars must be between 1/2" & 3/4" high (Do Not Move.)

FIM Clear Zone

NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 1234 ALEXANDRIA, VA

POSTAGE WILL BE PAID BY ADDRESSEE

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

Insert Permit Number & City/State (All caps)

Optional Logo Area

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

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"

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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.