

MAIL PIECE DESIGN AND FOLDING REQUIREMENTS

Effective 1/26/14. Compliments of AlphaGraphics

DESIGN REQUIREMENTS

LETTERS AND POSTCARDS

Bar code must be within 4" of mail piece bottom, .5" from right or left edge and .25" away from printed graphics. Entire address block and bar code must be above .625" from bottom of piece. Please allow at least 1.5"H x 3.5"W for mail info (.25" from printed graphics and .5" from edge of sheet is included in this measurement).

FLATS

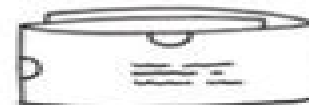
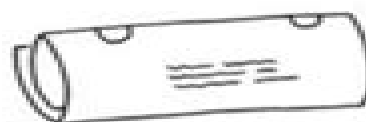
Bar code must be within 4" of mail piece top, .5" from right or left edge and .25" away from printed graphics. Entire address block and bar code cannot be inline with the return address or indicia and must be on the right or left side, not in the center. Please allow at least 1.5"H x 3.5"W for mail info (.25" from printed graphics and .5" from edge of sheet is included in this measurement).

ASPECT RATIO LETTERS AND POSTCARDS ONLY

To qualify for automated bulk mail rates, the aspect ratio (length divided by height) must be greater than 1.3 and less than 2.5.

FOLDING

If the piece is a tri-fold or folded self mailer the final fold must be on the bottom and the second fold must always be at the right leading edge. For tri-folded mailers, the mailing address must be on the middle panel, with the final folded panel creating the non-address side of the mail piece, as shown on the right. If the fold(s) are on the side, the final fold must be on the right leading edge.



REV_2.08.04

Usps Mailpiece Design Consultant Study Guide

**Deborah B. Proctor, Alexandra Patricia
Adams**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the authors' names.

Usps Mailpiece Design Consultant Study Guide:

Folio ,2000 **Kinn's The Medical Assistant - E-Book** Deborah B. Proctor,Alexandra Patricia Adams,2013-12-27
Prepare for a successful career in medical assisting Kinn s The Medical Assistant 12th Edition helps you learn the real world administrative and clinical skills essential to working in the health care setting Administrative coverage ranges from professionalism and interpersonal skills to billing and coding and electronic health records clinical content teaches how to assist with medications diagnostic procedures and surgeries And no other comprehensive medical assisting text can match its coverage of assisting with medical specialties Written by medical assisting experts Alexandra Adams and Deborah Proctor this classic resource also includes an Evolve companion website with practical exercises and activities videos and review questions for the CMA and RMA certification exams More chapters on assisting with medical specialties than any other Medical Assisting text prepare you to assist in specialty exams and make you better qualified to work in specialty fields like cardiology dermatology ophthalmology gynecology and neurology Step by step illustrated procedures make it easier to learn and understand medical assisting skills and include rationales for each step Threaded case scenarios help you develop critical thinking skills and apply concepts to realistic administrative and clinical situations Patient education and legal and ethical issues are described in relation to the Medical Assistant s job A Portfolio Builder on the Evolve website helps you demonstrate proficiency to potential employers Detailed learning objectives and vocabulary with definitions in each chapter help you study more effectively with connections icons linking concepts in the text to exercises in the study guide and on the Evolve companion website Study Guide includes a variety of exercises to test your knowledge and critical thinking skills case scenarios from the book and a Procedure Checklists Manual Sold separately NEW Charting examples within the procedures are highlighted for easier learning UPDATED coverage of the Electronic Health Record ensures that you are familiar with the technology you ll use on the job UPDATED content on alternative therapies and treatment includes the latest herbal remedies such as red rice yeast for lowering cholesterol St John s Wort for depression and probiotic bacteria for GI maladies

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