



This template was designed to assist you in laying out your envelope artwork. It is intended to be as accurate as possible but may vary slightly from actual envelope construction due to manufacturer variances.

Envelope colors are not represented. Most envelope proofs will appear on white background regardless of the envelope color you have ordered with few exceptions. Actual envelope color has been indicated in the details of your order.

Please place your art on the template exactly how you would like it to be printed paying close attention to size, position, ink color, etc.

Envelope template size is accurate so when placing art on template, size & position should also be accurate relative to envelope size.

You will receive a PDF proof that requires approval before your order can be processed. Your proof will match, as closely as possible, the layout you have provided on the template with changes made only as necessary so appearance should be checked very carefully.

Please make sure all information to be printed is represented on the template such as logos, address, indicia, etc.

Dotted lines represent seam impressions for heavy coverage.

We do not recommend printing full bleeds or bleeds of dark solid colors. For best results we can bleed screens and light colors. All artwork is reviewed on an individual basis and you will be contacted if we feel your art will produce poor results

Printing in this area is not recommended and will be subject to review

For questions or assistance, please contact the Action Envelope PrePress Department: prepress@actionenvelope.com or 1-800-653-1705