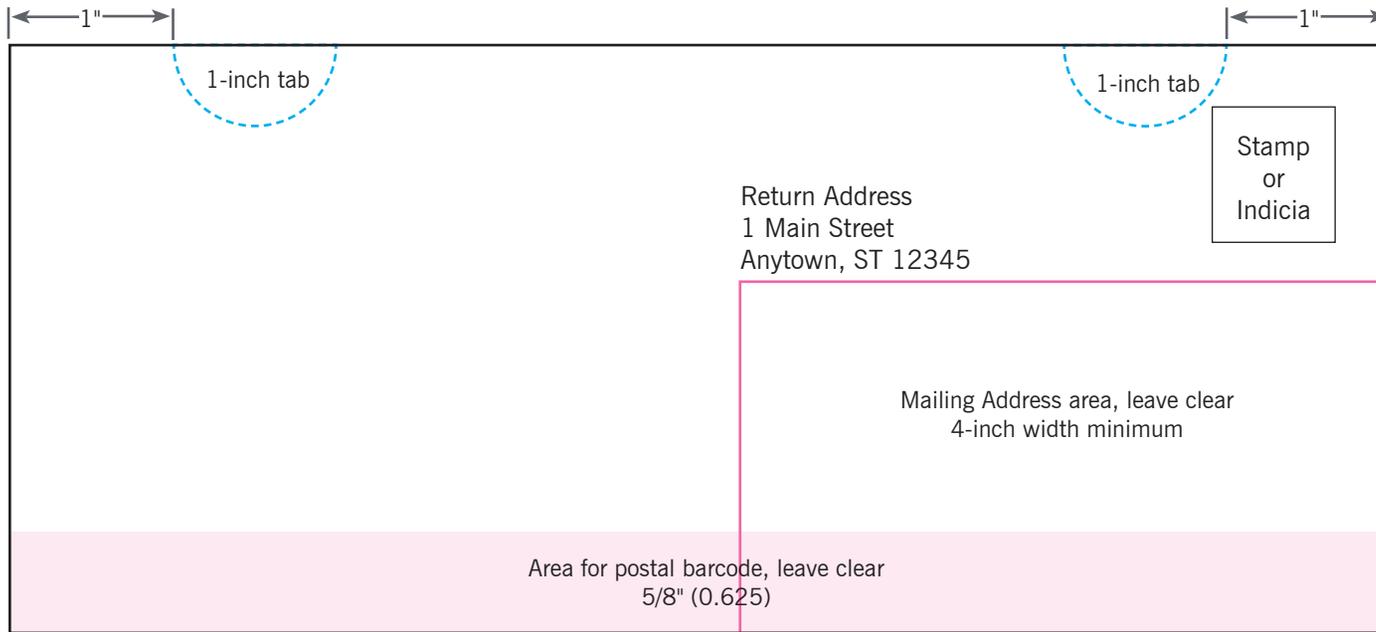# 4 Panel Roll Fold Layout Guide

1"

1-inch tab

1"

1-inch tab

Stamp
or
Indicia

Return Address
1 Main Street
Anytown, ST 12345

Mailing Address area, leave clear
4-inch width minimum

Area for postal barcode, leave clear
5/8" (0.625)

Mailing Panel Specifications
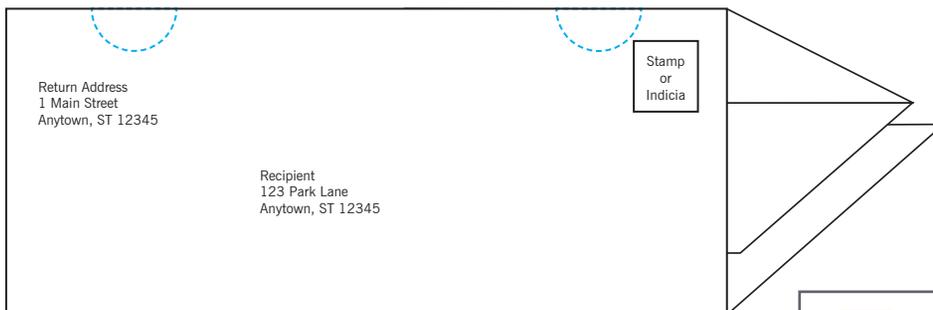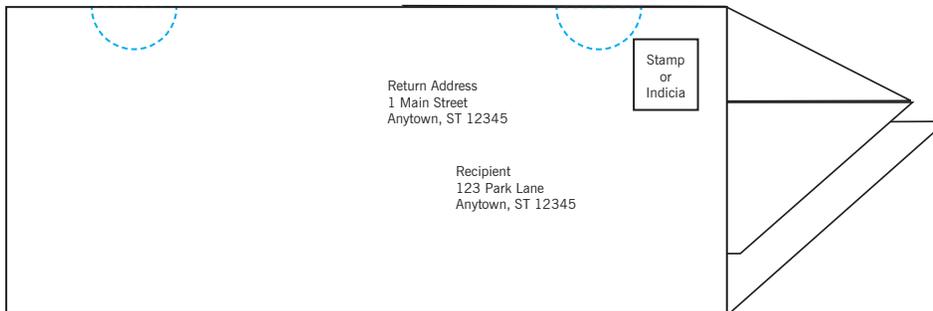
4 Panel Roll fold Panel Layout

1	2	3	4

inside pages

1	2	3	4
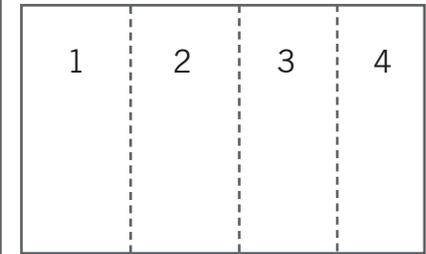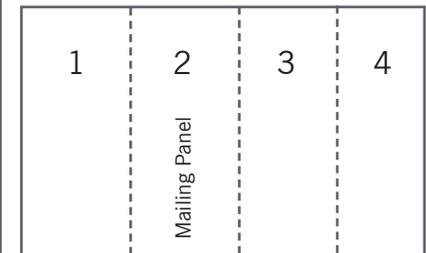
Mailing Panel

outside pages

Panels 1 & 2 are equal size. Panel 3 is slightly shorter than 1 & 2 and panel 4 is slightly shorter than panel 3.

Return Address
1 Main Street
Anytown, ST 12345

Stamp
or
Indicia

Recipient
123 Park Lane
Anytown, ST 12345

Return Address
1 Main Street
Anytown, ST 12345

Stamp
or
Indicia

Recipient
123 Park Lane
Anytown, ST 12345

Mailing Address Placement

The Mailing Address can be placed anywhere on the panel, as long as it is above the 5/8" area reserved for the USPS. See examples to the left.

Interactive Folding Guide

Printing Partners has an interactive Folding Guide located on our website. This guide will give you the panel sizes you need to build your 4 panel roll fold piece.

Other types of folds are also available on the guide.

Look under
Resources > Knowledge Library > Folding Guide