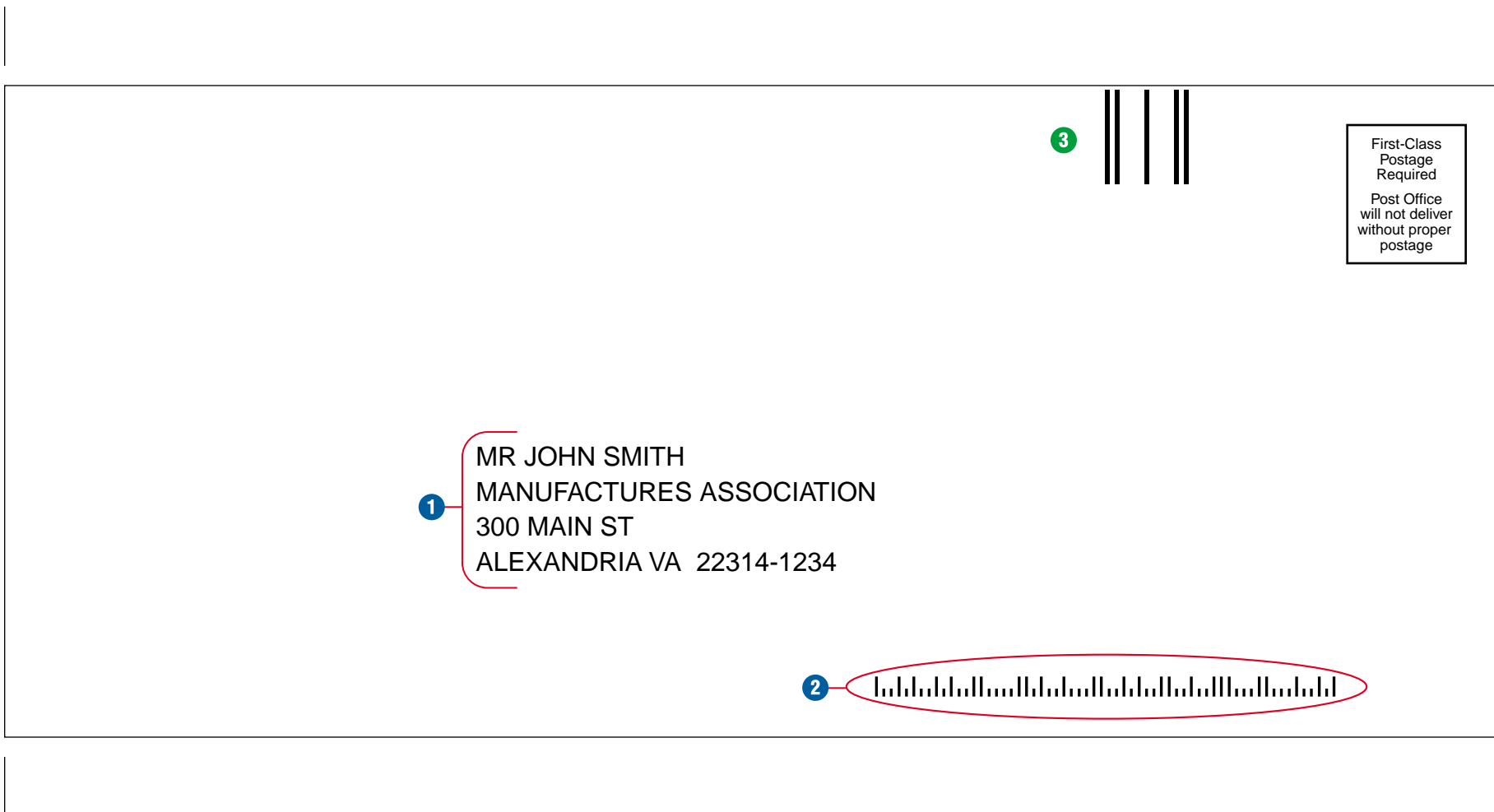# #10 CRM Envelope Template (4-1/8" x 9-1/2")

This template was created to help you accurately construct a #10 Courtesy Reply Mail Envelope. It consists of 3 layers:
1. Instruction Layer (which you are now on).
2. Working Layer (where you wil construct your CRM).
3. Dimensions Layer (shows you the boundaries for the placement of information).

As shown below, there are **two** areas that must be completed on the Working Layer of your CRM:

1 The address where CRM is returned.
2 11-digit delivery point barcode.
3 FIM A. (Do Not Move.)

For further technical information, please use the MDA locator for assistance.

First-Class Postage Required

Post Office will not deliver without proper postage

1
MR JOHN SMITH
MANUFACTURES ASSOCIATION
300 MAIN ST
ALEXANDRIA VA 22314-1234

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USPS CRM Template #10 Envelope   4-1/8" x 9-1/2"
Instructions Layer
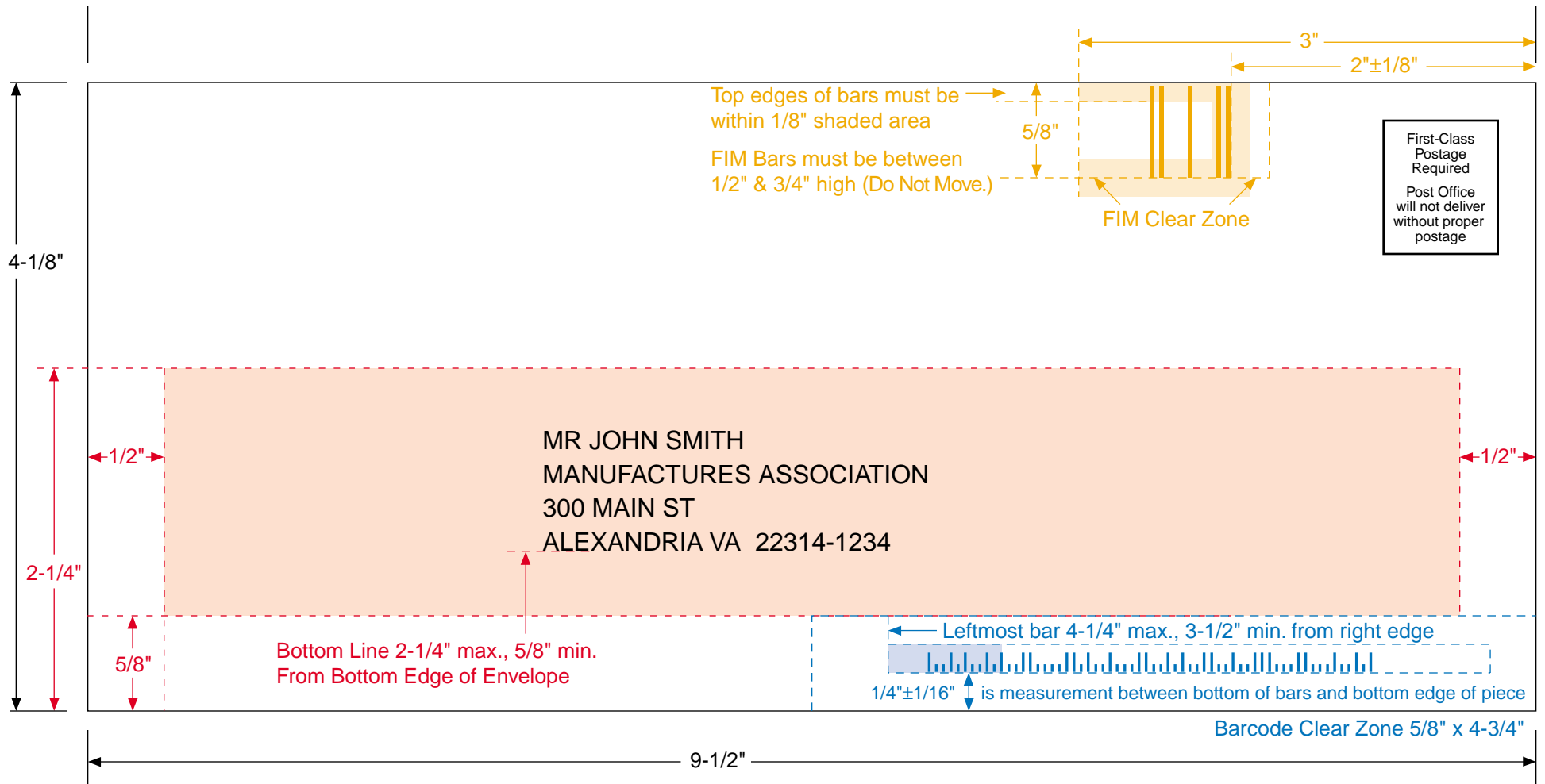January 2001   File Name: d10.pdf

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postage

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

Working Layer

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3"

2"±1/8"

Top edges of bars must be
within 1/8" shaded area

5/8"

FIM Bars must be between
1/2" & 3/4" high (Do Not Move.)

FIM Clear Zone

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4-1/8"

MR JOHN SMITH

MANUFACTURES ASSOCIATION

300 MAIN ST

ALEXANDRIA VA 22314-1234

1/2"

1/2"

2-1/4"

5/8"

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"

9-1/2"

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

Dimensions Layer

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