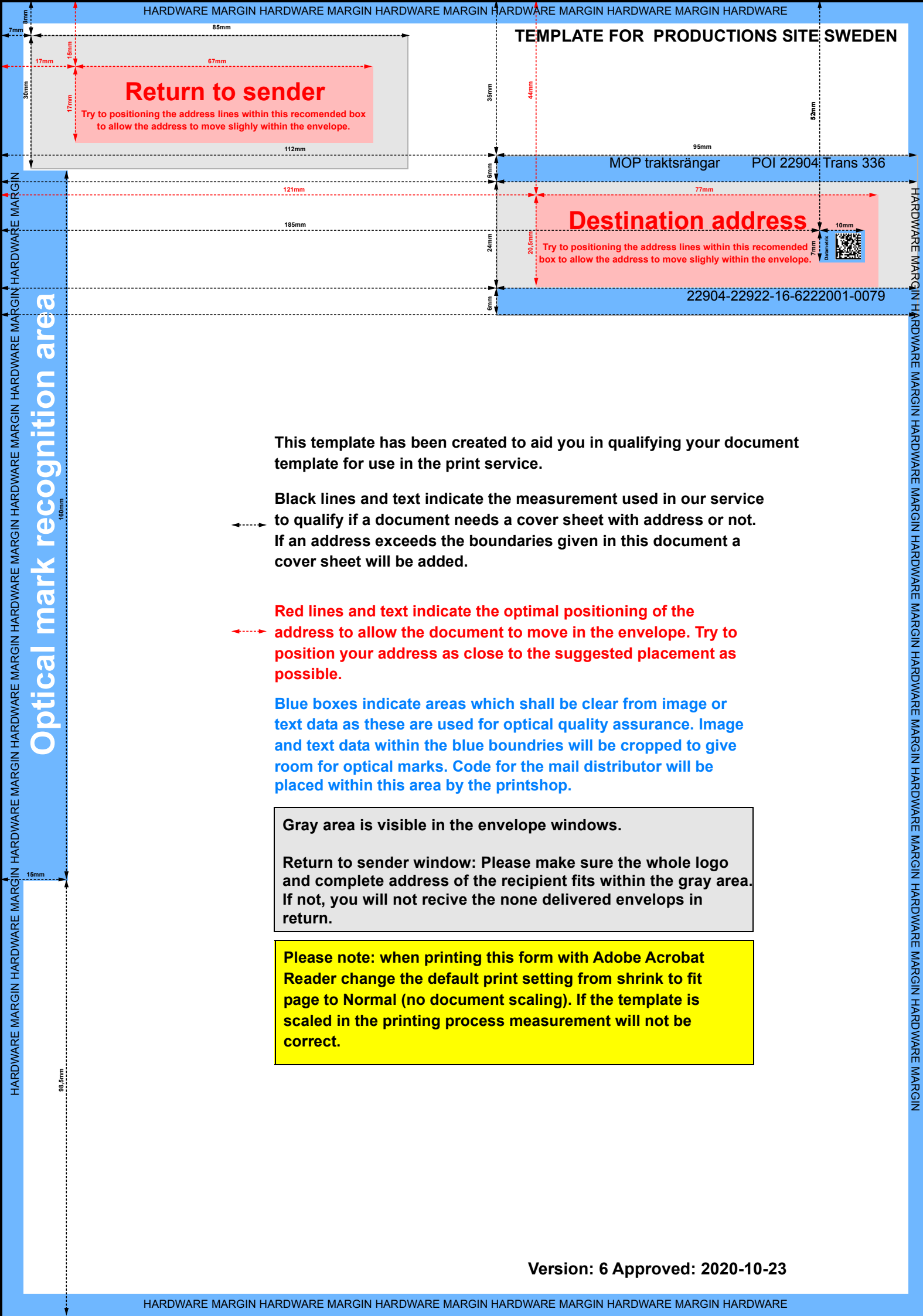




This template has been created to aid you in qualifying your document template for use in the print service.

Black lines and text indicate the measurement used in our service to qualify if a document needs a cover sheet with address or not. If an address exceeds the boundaries given in this document a cover sheet will be added.

Red lines and text indicate the optimal positioning of the address to allow the document to move in the envelope. Try to position your address as close to the suggested placement as possible.

Blue boxes indicate areas which shall be clear from image or text data as these are used for optical quality assurance. Image and text data within the blue boundaries will be cropped to give room for optical marks. Code for the mail distributor will be placed within this area by the printshop.

Gray area is visible in the envelope windows.

Return to sender window: Please make sure the whole logo and complete address of the recipient fits within the gray area. If not, you will not receive the non-delivered envelopes in return.

Please note: when printing this form with Adobe Acrobat Reader change the default print setting from shrink to fit page to Normal (no document scaling). If the template is scaled in the printing process measurement will not be correct.