

Dashed line is the area visible through window (leave blank)

We recommend you place only the address information in the windowed section.

The areas between the bottom of the return address section and the top of the destination address section are not exact. You may cross the line if you need the space, but try to keep your return address text as small as possible.

THIS IS THE DESTINATION ADDRESS SECTION

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FOLD

### **INSTRUCTIONS**

1. Print this page 100% scale.
2. Put this page back in the printer.
3. Print your letter or invoice on this page.
4. Check alignment of the destination address and return address.
5. If your addresses fit in the appropriate spaces then your invoice design is acceptable.

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