## **#9 BRM Envelope Template** (3-7/8" x 8-7/8")

This template was created to help you accurately construct a #9 Business Reply Mail Envelope. It consists of 3 layers:

- 1. Instruction Layer (which you are now on).
- 2. Working Layer (where you wil construct your BRM).
- 3. Dimensions Layer (shows you the boundaries for the placement of information).
- As shown below, there are **three** areas that must be completed on the Working Layer of your BRM:
- 1 Business Reply Legend: Insert permit number, city, and state where permit is issued.
- **2** The address where BRM is returned.
- **3** Unique 9-digit ZIP+4 barcode assigned by Postal Service.
- 4 FIM C. (Do Not Move.)

For further technical information, please reference QSG 922 and DMM S922.5.



## USPS BRM Template #9 Envelope 3-7/8" x 8-7/8"

## **Instructions Layer**

January 2001 File Name: b9.pdf



USPS BRM Template #9 Envelope 3-7/8" x 8-7/8"

Working Layer

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	nended placement of return address, des, and advertising copy.	Top edges of bars must be two within 1/8" shaded area 5 FIM Bars must be between 1/2" & 3/4" high (Do Not Move.)	/8" NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES
	BUSINE	SS REPLY MAIL 🕴	3/16" min.
<ul> <li>√1/2" →</li> <li>Optional</li> <li>Logo</li> <li>Area</li> </ul>	POSTAGE V MR JOHI MANUFA 300 MAIN	VILL BE PAID BY ADDRESSEE N SMITH CTURES ASSOCIATION N ST DRIA VA 22314-9800	nsert Permit Number & City/State (All caps)
5/8" ↓	Bottom Line 2-1/4" max., 5/8" min.		bar 4-1/4" max., 3-1/2" min. from right edge         Juuluuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
•		— 8-7/8" —	Barcode Clear Zone 5/8" x 4-3/4"
JSPS BRM Te January 2001	emplate #9 Envelope 3-7/8" x 8-7/8" Dimens File Name: b9.pdf	ions Layer	Horizontal Bars must be — 1/16" to 3/16" thick, evenly spaced, and at least 1" long The bottom bar must be above the top of the deliver address line, see S922.5.7.