

- SAFETY ZONE (.125 inch)**  
DO NOT place important text or images beyond the dotted area to prevent trimming.
- TRIM**  
This is the actual cut of the final design.
- BLEED (.125 inch)**  
Extend your artwork to the edge of this template if you want your design to extend to the edge of the final print. We require a 1/8 inch (.125) bleed.

PRINT TEMPLATE  
Size 8.5in. x 11in. (WxH)

**SENDING FILE CHECKLIST**

- When Sending Artwork,
- Fonts have been outlined
  - All images are high quality embedded in the file
  - Saving pdf Select - (Marks and Bleeds)
  - Then click - (Trim Marks)
  - Then click - (Use Document Bleed Settings - .125in)

- SAFETY ZONE (.25 inch)**  
DO NOT place important text or images beyond the dotted area to prevent trimming.
- TRIM**  
This is the actual cut of the final design.
- BLEED (.125 inch)**  
Extend your artwork to the edge of this template if you want your design to extend to the edge of the final print. We require a 1/8 inch (.125) bleed.

PRINT TEMPLATE  
Size 8.5in. x 11in. (WxH)

**SENDING FILE CHECKLIST**

- When Sending Artwork,
- Fonts have been outlined
  - All images are high quality embedded in the file
  - Saving pdf Select - (Marks and Bleeds)
  - Then click - (Trim Marks)
  - Then click - (Use Document Bleed Settings - .125in)