

## BACK COVER



## FRONT COVER

### 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) FOLDED 8.5in. x 5.5in.

### 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)

WARNING: IMAGES AND TEXT INSIDE THE YELLOW AREA WILL BE TOO CLOSE TO THE TRIM LINE AND MIGHT GET TRIMMED OFF

WARNING: IMAGES AND TEXTS IN THIS SHADED AREA WILL BE TRIMMED

**INSIDE  
TOP**

- 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 (.25 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.

**INSIDE  
BOTTOM**

**PRINT TEMPLATE**

Size 8.5in. x 11in. (WxH) FOLDED 8.5in. x 5.5in.

**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)