

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)

**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

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