

- **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.

**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)