

— **SAFE ZONE:**

All critical elements (text, images, graphics, logos, etc.) must be kept inside the blue box.

Keep all elements away from the blue line (Safe Zone).

— **TRIMMING ZONE:**

Please allow 0.125 inches cutting tolerance all around. We do not recommend having borders due to shifting in the cutting process, which may cause borders to appear uneven.

— **BLEED ZONE 0.125 inches:**

Make sure to extend the background images or colors all the way to the edge of the black outline.

..... **FOLD LINE**

IMPORTANT

Please remove our guidelines/instructions before submitting your files, or else they will be printed. All text should be converted to outline.

Final Size: 8.5 inches x 11 inches

Size with Bleed: 8.625 inches x 11.125 inches



**OUTSIDE /
FRONT**

Backs up to Cover Panel

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INSIDE / BACK