



- 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*

INSIDE / BACK



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