↑ LANDSCAPE TOP ↑

PORTRAIT TOP

8.5" x 11" Folded Inside

Image Size: 8.625" x 11.125"

LIVE AREA- Place all important images and text in this area

SAFE ZONE- Text and images in this area ARE AT RISK of being cut off

BLEED- Text and images in this area **WILL** be cut off. Anything that is to be printed to the edge of the final piece, must be extended fully into this area

OPEN OR IMPORT TEMPLATE FILES AT 300 DPI
DELETE THIS LAYER!
You must delete this layer or it may be printed in your finished product. We will not be responsibile for reprinting your job if this layer is included in your file or if your file is not set up with the proper bleeds/safe zones.

FOLD LINE

↑ LANDSCAPE TOP ↑

8.5" x 11" Folded Front

Image Size: 8.625" x 5.673"

☐ **LIVE AREA-** Place all important images and text in this area

▦ **SAFE ZONE-** Text and images in this area ARE AT RISK of being cut off

■ **BLEED-** Text and images in this area WILL be cut off. Anything that is to be printed to the edge of the final piece, must be extended fully into this area

PORTRAIT TOP

OPEN OR IMPORT TEMPLATE FILES AT 300 DPI

DELETE THIS LAYER!

You must delete this layer or it may be printed in your finished product. We will not be responsibile for reprinting your job if this layer is included in your file or if your file is not set up with the proper bleeds/safe zones.

Important text and images placed in this area are at risk of being cut in the final trimming process

8.5" x 11" Folded Back for Envelopes

Image Size: 8.625" x 5.44"

LIVE AREA- Place all important images and text in this area

SAFE ZONE- Text and images in this area ARE AT RISK of being cut off

BLEED- Text and images in this area WILL be cut off. Anything that is to be printed to the edge of the final piece, must be extended fully into this area

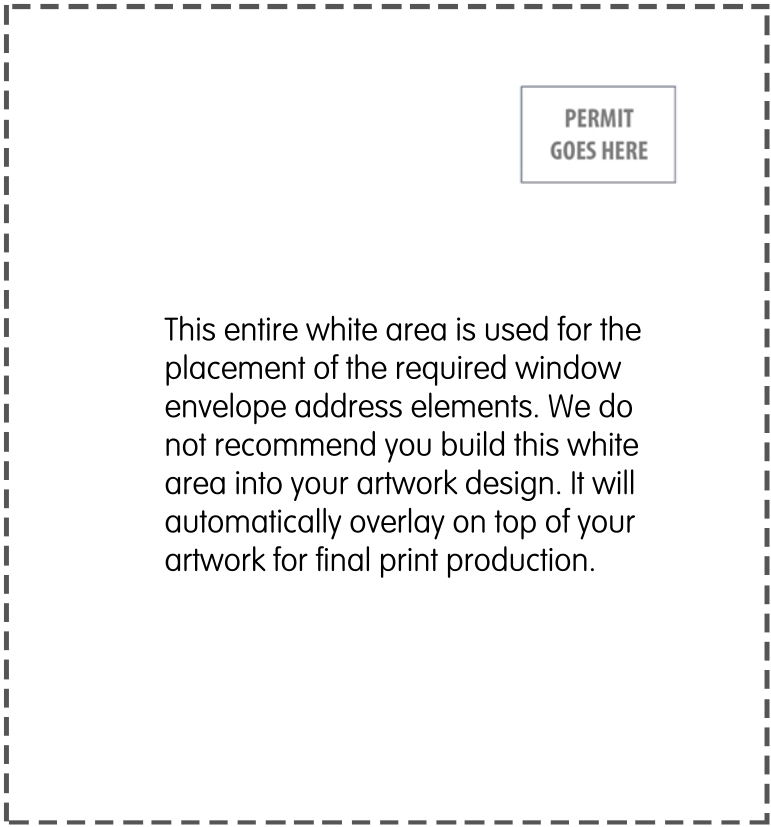OPEN OR IMPORT TEMPLATE FILES AT 300 DPI
DELETE THIS LAYER!
You must delete this layer or it may be printed in your finished product. We will not be responsibile for reprinting your job if this layer is included in your file or if your file is not set up with the proper bleeds/safe zones.

PERMIT
GOES HERE

This entire white area is used for the placement of the required window envelope address elements. We do not recommend you build this white area into your artwork design. It will automatically overlay on top of your artwork for final print production.