

## — **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 .125 inches cutting tolerance all around.  
We do not recommend borders due to shifting in the cutting process, which may cause borders to appear uneven.

## — **BLEED ZONE .125:**

Make sure to extend the background images or colours all the way to the edge of the black outline which is .125 inches past the trim.

### **IMPORTANT**

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

**Final Size: 8.5 inches x 11 inches Horizontal**  
**Size with Bleed: 8.75 inches x 11.25 inches**



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