

*Backs up to  
Cover Panel*

# INSIDE

- **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**