

**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.

**IMPORTANT**

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

**Full Bleed Size 12.25 x 24.25 inches  
311.15 x 615.95 mm**

**Document 12 x 24 Inches  
Trim Size 304.80 x 609.60 mm**

**Safety Area 11.75 x 23.25 inches  
298.45 x 590.55 mm**