

Keep all critical elements (text, images, graphics, logos, etc.)  
away from the drill hole.

**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 9.625 x 12.125 inches**  
**244.48 x 307.98 mm**

**Document 9.5 x 12 Inches**  
**Trim Size 241.3 x 304.80 mm**

**Safety Area 9.375 x 11.875 inches**  
**238.12 x 301.63 mm**

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away from the drill hole.