

**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 12.25 Inches**  
**311.15 x 311.15 mm**

**Document Trim Size    12 x 12 Inches**  
**304.80 x304.80 mm**

**Safety Area    11.75 x 11.75 Inches**  
**298.45 x 298.45 mm**