

— **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 8.75 x 12.25 Inches
222.25 x 311.15 mm**

**Document 8.5 x 12 Inches
Trim Size 215.90 x 304.80 mm**

**Safety Area 8.25 x 11.75 inches
209.55 x 298.45 mm**