

Company Logo  
&  
Address

A 0.375" space is required for  
top and left side

Document **9.5 x 4.125 Inches**  
Trim Size **241.30 x 104.77 mm**

Safety Area **8.97 x 3.875 Inches**  
**227.84 x 98.42 mm**

— **TRIMMING ZONE:**

Please allow a 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:**

Make sure to extend the background images or colors all the way to the edge of the black outline.

**Envelope Window  
No Image Area**