

Company Logo  
&  
Address

A 0.375" space is required for  
top and left side

**Document** 3.875 x 8.875 Inches  
**Trim Size** 98.425 x 225.42 mm

**Safety Area** 8.625 x 3.625 Inches  
218.95 x 92.07 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.

**Recipient Information**