



## TOP BOUND SIDE

### — 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

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.

**Final Size” 11” x 8.5” Horizontal  
Size with Bleed: 11.25” x 8.75”**

## BOTTOM HOLE DRILL





## TOP HOLE DRILL

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**BOTTOM BOUND SIDE**

