

keep clear
for the
indicia

area for return address
return address required
return address required

3.75"

keep this whole area clear for
mailing address only

.625"

keep this postal marking area clear
5/8" minimum for barcode

bleed →
Artwork that reaches the
cutline needs to extend to
the edge of the **red line**.

cut line →
This is where your artwork
will be trimmed.
(Finished size ordered)

safety →
All text must be kept within the
blue line

8.5" x 14" Half Fold
(Outside Front)

← score

8.5" x 14" Half Fold
(Outside Back)

ARTWORK WITH BORDERS
Minimum border thickness
must be 1/4 (0.25") thick plus
the 1/8 (0.125") bleed for correct
print ready artwork. Total border
size from the bleed line is
3/8 (0.375"). Border example
on the right.

Please delete this guideline before submitting your
design to print.

*8.5" x 14" Half Fold
(Inside Front)*

*8.5" x 14" Half Fold
(Inside Back)*

← score

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