

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 11" Half Fold
(Outside Back)*

*8.5" x 11" Half Fold
(Outside Front)*

← **score**

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 left.

Please delete this guideline before submitting
your design to print.

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 left.

*8.5" x 11" Half Fold
(Inside Front)*

*8.5" x 11" Half Fold
(Inside Back)*

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**

 **score**

Please delete this guideline before submitting your design to print.