



Keep all critical elements (text, images, graphics, logos, etc.)
away from the drill hole.

— **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 0.125 inches:**

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: 8.5 inches x 11 inches Horizontal
Size with Bleed: 8.625 inches x 11.125 inches

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away from the drill hole.

