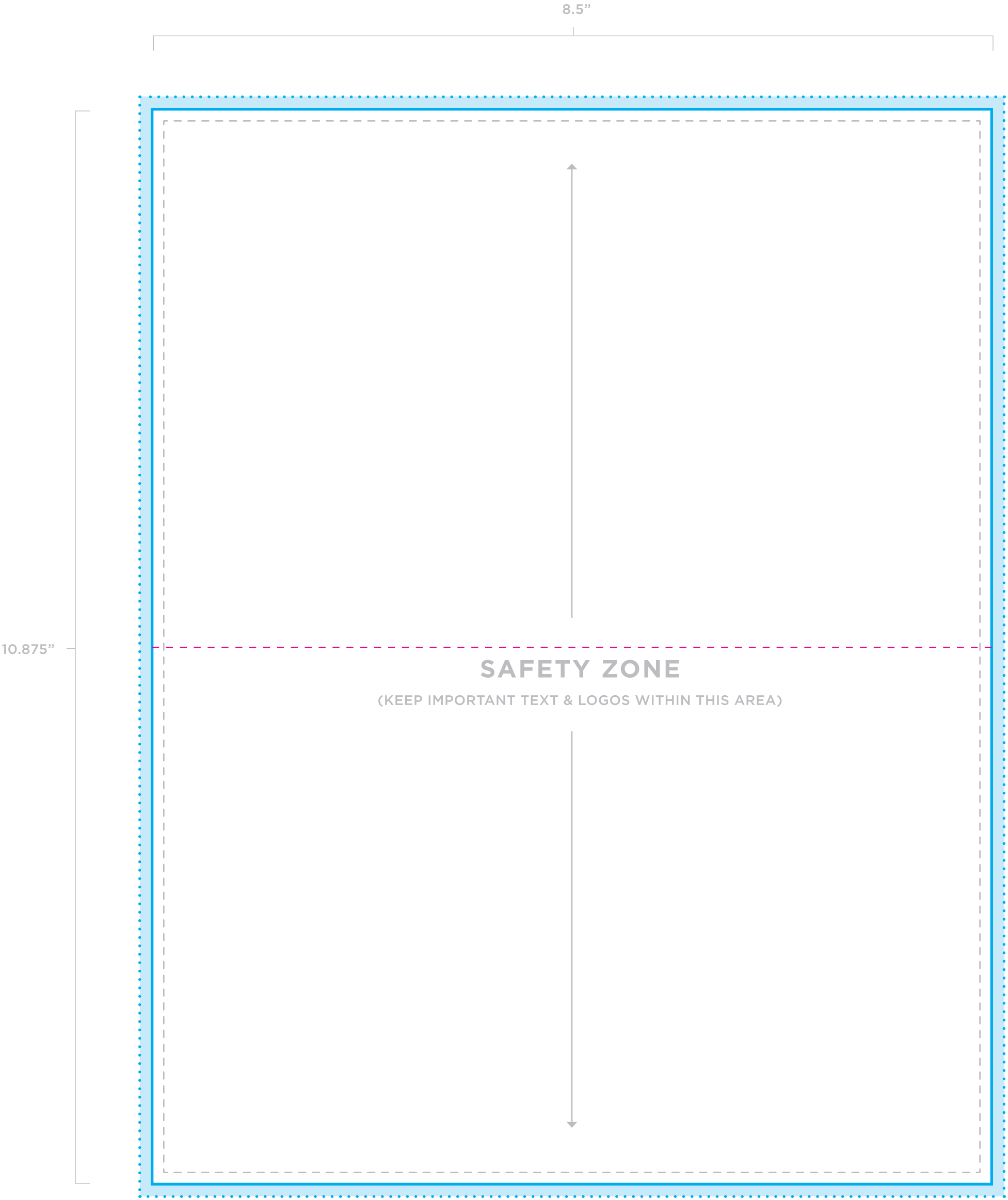


BI-FOLD 8.5” X 10.875” (INSIDE)



- FILE REQUIREMENTS:**
- Creative files must be 300 dpi or higher, CMYK
  - PNG or JPEG files less than 300 dpi will not be accepted
- SAFE ZONE:**
- Please include a safe zone
  - No critical elements should be within 1/8" from the edge of the final size or you risk cutting off important content.
- BLEED AREA:**
- Artwork must include a 1/8" bleed area around the final trim size, as the larger dimensions will be subsequently trimmed down after printing.
  - Your final file size will be a total of 0.25" larger than your expected printed piece (ie, a 5"x7" postcard should be submitted as 5.25" x 7.25").

 = PRINT AREA

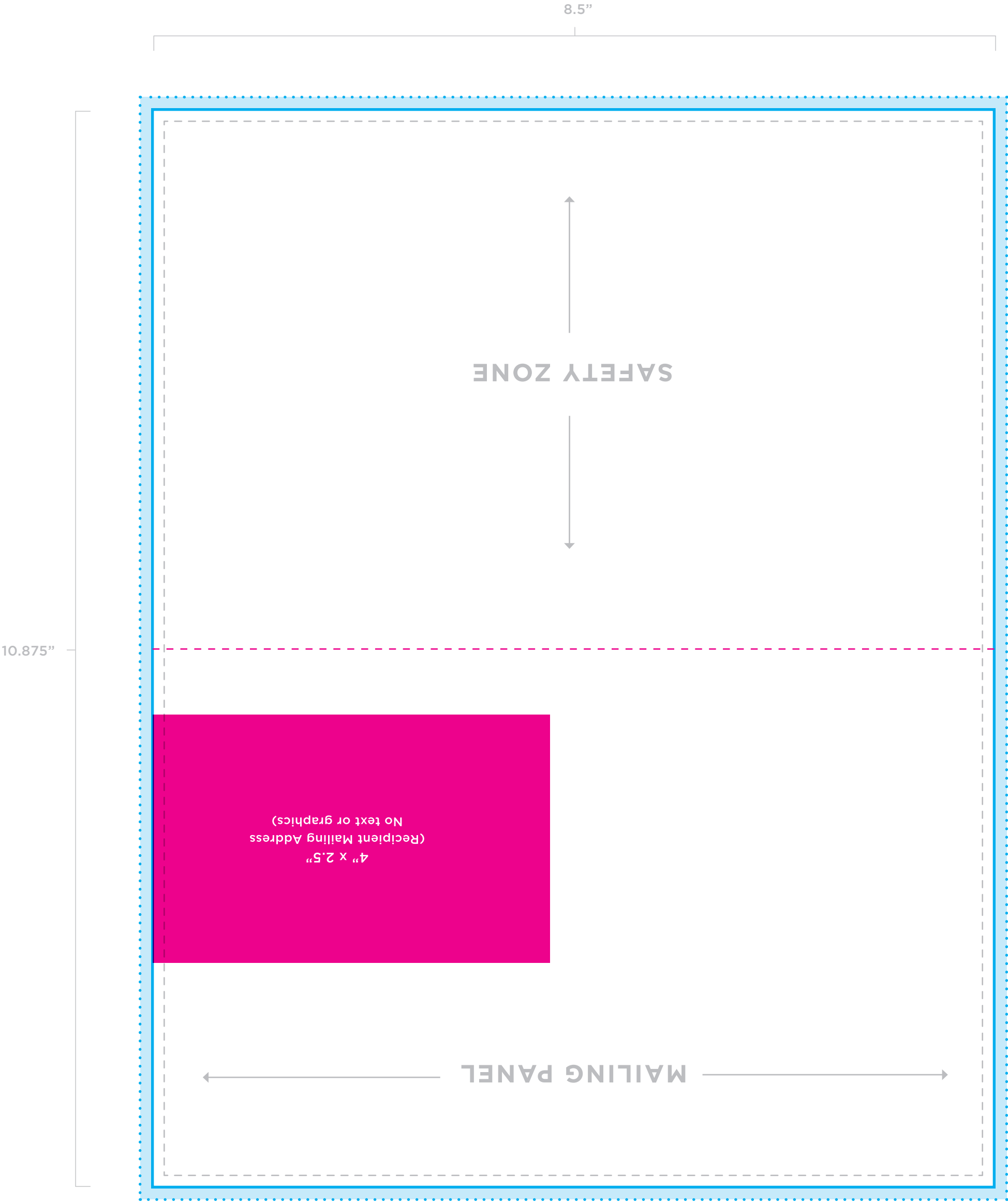
 = SAFE ZONE

 = BLEED AREA

 = ADDRESS BLOCK

 = FOLD LINES

BI-FOLD 8.5" X 10.875" (OUTSIDE)



**ADDRESS BLOCK:**

- The highlighted space is reserved for Mailing Address, Indicia and Pre-sort bar code
- Anything in this area will not be printed to leave room for this mandatory information.

 = PRINT AREA

 = SAFE ZONE

 = BLEED AREA

 = ADDRESS BLOCK

 = FOLD LINES