

**Please delete template layer before saving and submitting file.**

BACK 5.5" CENTER FRONT

## 1 TRIM

Make your document size be the final **TRIM** size of 11x8.5.

## 2 SAFE

All important text/information needs to be within this area.  
Set document margins (or draw guides) for the **SAFE** area to be 0.3in.

TOP: 0.3in  
LEFT: 0.3in  
BOTTOM: 8.2in  
RIGHT: 10.7in

Final size of **SAFE** area would be **10.4in x 7.9in**

## 3 BLEED

If you have elements that go all the way up to the edge of the TRIM size (such as a block of color, or a photo), you will need to provide **BLEED**. Set document margins (or draw guides) for the **BLEED** area to be .125in **BEYOND** the **TRIM**.

TOP: -0.125in  
LEFT: -0.125in  
BOTTOM: 8.625in  
RIGHT: 11.125in

Final size of **BLEED** area would be **11.25in x 8.75in**

**Be sure to export PDF with crop marks and 1/8" bleed.**