

Please delete template layer before saving and submitting file.

1 TRIM

Make your document size be the final **TRIM** size of **9 inches x 6.25 inches**

2 SAFE

All important text/information needs to be within this area.

Set document margins (or draw guides) for the **SAFE** are to be 0.3 inches in from trim

TOP: 0.3 inches

LEFT: 0.3 inches

BOTTOM: 5.95 inches

RIGHT: 8.7 inches

Final size of **SAFE** area would be **8.4 inches x 5.65 inches**

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** are to be 0.125 inches **BEYOND** the **TRIM**.

TOP: -0.125 inches

LEFT: -0.125 inches

BOTTOM: 6.375 inches

RIGHT: 9.125 inches

Final size of **BLEED** area would be **9.25 inches x 6.5 inches**

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