

Please delete template layer before saving and submitting file.

1 TRIM

Make your document size be the final **TRIM** size of 4x3

2 SAFE

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

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**.

Final size of **BLEED** area would be **4.25in x 3.25in**

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