

INSIDE TOP PANEL

THIS PANEL FOLDS DOWN

**8.5 X 11 LETTER FOLD VERTICAL BROCHURE, FOLDS TO 8.5 X 3.69 (INSIDE)**

Please make sure that you open or import template files at 300 DPI.

If your final product requires printing to the edge after trimming, you must extend your artwork to the into the **GREEN** boundary box for proper bleed (no more then 0.125"). Anything in the **GREEN** shaded area will be trimmed off.

Your type (text) should be at least 0.125" inside the cut line on each side,as represented by the **RED** safety box.

You must delete all information from this template EXCEPT crop marks (corners).

Any information other than the crop marks (corners) will appear in your finished product.

All customer submitted artwork must meet our file guideline requirements.

Any files that do not meet our file standards are subject to price review prior to printing.

3.62

INSIDE CENTER PANEL

score

These lines represent the position of the folds - your text should remain centered in each panel and no closer than 1/8" from the fold edge

3.69

7.38

INSIDE BOTTOM PANEL

score

3.69

THIS PANEL FOLDS UP

**BLEED**

**CUT LINE**

**SAFETY**