

8.5 x 11 Flyer or Letterhead

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 than 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.**

BLEED →
CUT LINE →
SAFETY →

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.