

### SAFETY/ MARGIN

All critical elements (text, images, graphic elements, logos, etc.) must be kept inside the blue box to prevent trimming. We require 1/8" safety. Anything left outside this box may be cut off.

### TRIM

This is the cut of the final product.

### BLEED

Make sure to extend background images or colors all the way to the edge of the black outline, if you want your design to extend to the edge of your final product. We require 1/8" bleed.

### BORDER/ FRAME

We do not recommend borders due to shifting during the cutting process. If a border is necessary, our minimum required border thickness is 3/8" from the bleed line

### IMPORTANT

Please turn off our template/ guidelines instructions before submitting your files. All artwork/ texts should be converted to outline, rasterized, or flattened. **Make sure your image quality is 300 dpi**

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### FOLD/SCORE AREA

1/8" area where fold will fall. Please account for this in your design.

### PRINT TEMPLATE

Product: Brochures  
Final size: 9" x 12"  
Size with bleeds: 9.25" x 12.25"