

# 8.5" x 11" Folded Front

Image Size: 8.625" x 5.673"

- LIVE AREA-** Place all important images and text in this area
- SAFE ZONE-** Text and images in this area **ARE AT RISK** of being cut off
- BLEED-** Text and images in this area **WILL** be cut off. Anything that is to be printed to the edge of the final piece, must be extended fully into this area




**OPEN OR IMPORT TEMPLATE FILES AT 300 DPI**

## **DELETE THIS LAYER!**

You must delete this layer or it may be printed in your finished product. We will not be responsible for reprinting your job if this layer is included in your file or if your file is not set up with the proper bleeds/safe zones.

# 8.5" x 11" Folded Inside

Image Size: 8.625" x 11.125"

-  **LIVE AREA-** Place all important images and text in this area
-  **SAFE ZONE-** Text and images in this area ARE AT RISK of being cut off
-  **BLEED-** Text and images in this area **WILL** be cut off. Anything that is to be printed to the edge of the final piece, must be extended fully into this area

PORTRAIT TOP

OPEN OR IMPORT TEMPLATE FILES AT 300 DPI




## DELETE THIS LAYER!

You must delete this layer or it may be printed in your finished product. We will not be responsible for reprinting your job if this layer is included in your file or if your file is not set up with the proper bleeds/safe zones.

FOLD LINE

# 8.5" x 11" Folded Corner Address Back

Image Size: 8.625" x 5.44"

-  **LIVE AREA-** Place all important images and text in this area
-  **SAFE ZONE-** Text and images in this area ARE AT RISK of being cut off
-  **BLEED-** Text and images in this area WILL be cut off. Anything that is to be printed to the edge of the final piece, must be extended fully into this area

PERMIT  
GOES HERE

OPEN OR IMPORT TEMPLATE FILES AT 300 DPI

## DELETE THIS LAYER!

You must delete this layer or it may be printed in your finished product. We will not be responsible for reprinting your job if this layer is included in your file or if your file is not set up with the proper bleeds/safe zones.

The white boxes displayed in this template are intended to show the placement of the required address elements. We do not recommend you build these white boxes into your artwork design. They will automatically overlay on top of your artwork for final print production.