



**SAFE ZONE:**

All critical elements (text, images, graphics, logos, etc.) must be kept inside the blue box.

Keep all elements away from the blue line (Safe Zone).

**TRIMMING ZONE:**

Please allow a cutting tolerance all around. We do not recommend having borders due to shifting in the cutting process, which may cause borders to appear uneven.



**BLEED ZONE:**

Make sure to extend the background images or colors all the way to the edge of the black outline.

**FRONT IMAGE AREA:**

Make sure to extend the front design or background color is all the way to the edge of the solid black line.

**FOLD LINE**

**GLUE ZONE**

**IMPORTANT**

Please send files without our colored guidelines.  
All text should be converted to outline.

Final Size: 4.125 inches x 9.5 inches  
Flat Size with Bleed: 9.19 inches x 16.04 inches