

**Mailing Panel**  
If this piece is a mailer, mailing info, address, indicia etc must be on this panel, rightside-up with the arrow.

## 25.5x11 Half/Half Fold folds to 12.75x5.5

Place this template in a separate layer in your layout program and delete or turn off before sending/exporting your file.

To use this template for the inside of your print project, flip it horizontally.

**Outside Back Panel  
(Mailing Panel)**  
12.75" wide

**Inside Panel**  
12.75" Wide

**Outside Front Panel**  
12.75" wide



**Inside Panel**  
12.75" Wide

**Bleed**  
For borderless edges, extend images, photos and/or solid background colors 1/8" beyond the edge of the page. This area (yellow) will be trimmed during the finishing process. It should not contain any information you intend to be seen or read.

**Margin**  
For best results keep text and images that must be seen and read at least 1/8" from edge of page.

**Copy margins**  
We recommend keeping copy 1/8" in from fold lines in most cases.

**Trim**  
Edge of page.

\*Promo only applies to a single item valued over \$50. Total discount limited to \$200. Promo code is valid for website orders only, can only be used one time per user, is valid only at the time of purchase and cannot be applied after the check-out process. Promo code does not provide a discount for mailing or shipping charges.