



11x8.5

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

Remember to leave room for the stamp or mailing indicia in the top right corner, and the sender's and receiver's address. **Space for mailing info must be at least 4x2.25"!**

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.

Trim

Edge of page.