

25.5x11 Tri/Half-fold
Folds to 8.5x11
Actual Size is 25.4375x11

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

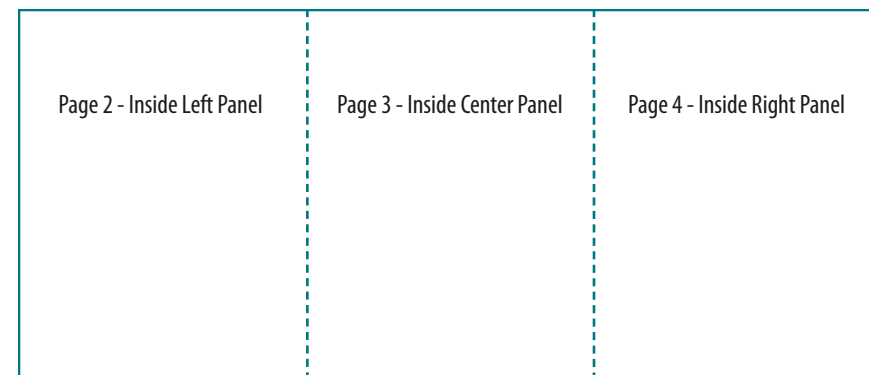
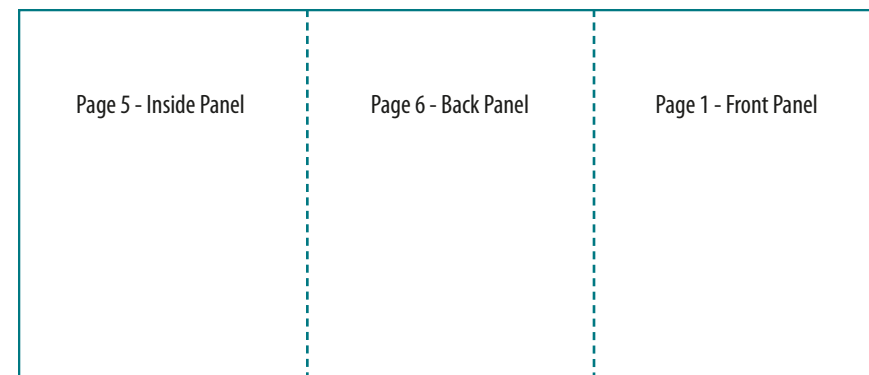
To use this template for the inside
of your print project, flip it horizontally.

Inside Panel
(this panel is 1/16" smaller than front and back panels)
8.4375" wide

Outside Back Panel
8.5" wide

Outside Front Panel
8.5" wide

If planning on supplying separate pages, please number them to match the layout below. This will help us supply an accurate proof to you on the first try and avoid delays in printing and delivering your materials.



Back Panel - Mailing Back
(this panel should be rotated 180° if used as a self-mailer)



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

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.

*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.