

Indicia  
Area

area for mailing address only

3.625"

.625"

postal marking area  
5/8" minimum for barcode

SCORE

outside back cover

outside front cover

**11"x 17" Half Fold Front  
Folds to 8.5" x 11"  
Size with Bleed 11.25" x 17.25"**

- Type Safely  
To make sure that no type or pertinent information is cut off in the finishing process, please give yourself 1/8" (0.125") safety from the edge of the final dimensions of the piece.
- - Trim Area  
The finish size of the printed piece.
- Bleed Area  
To ensure that an image or background extends to the edge of your piece, the image must extend at least 1/8" (0.125") beyond the final dimensions of your piece.

**Important!  
DELETE THIS LAYER BEFORE RELEASING FILE TO PRINT**

This layer MUST be deleted before you upload any files to the POSITIVEPRINT website. POSITIVEPRINT is not responsible for reprinting your job if this layer is included in the file.