

inside front cover

inside back cover

**8.5" x 14" Half Fold Back**  
**Folds to 8.5" x 7"**  
**Size with Bleed 14.25" x 8.75"**

- Type Safely  
To make sure that no type or pertinent information is cut off in the finishing process, please give yourself  $\frac{1}{8}$ " (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  $\frac{1}{8}$ " (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.