

**Inside Back Cover**

**Inside Front Cover**

**11" x 17" Right-Angle Fold Front  
Folds to 5.5" x 8.5"  
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.

↑  
Design and content  
orientation  
↓

↑  
Design and content  
orientation  
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**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.

score

score

Indicia  
Area

3.75"  
area for mailing address only  
3/4" minimum

postal marking area  
5/8" minimum for barcode

.625"

↑  
Design and content  
orientation  
↓

↑  
Design and content  
orientation  
↓

**Outside Back Cover**

**Outside Front Cover**