

inside front cover panel

inside center panel

outside back cover panel

**8.5" x 11" Z-Fold Back**  
**Folds to 8.5" x 3.67"**  
**Size with Bleed 8.75" x 11.25"**

— 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.

score

score