

*Outside Back Cover*

*Outside Front Cover*

**9" x 12" Pocket Folder  
Size with Bleed 18.25" x 16.25"**

— 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.

