**SAFE ZONE:**
All critical elements (text, images, graphics, logos, etc.) must be kept inside the blue box.

**Keep all elements away from the blue line (Safe Zone).**

**TRIMMING ZONE:**
Please stay within the zone for cutting tolerance around your folder. We do not recommend having borders due to shifting in the cutting process, which may cause borders to appear uneven.

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**BLEED ZONE:**
Make sure to extend the background images or colors all the way to the edge of the black outline.

**FOLD LINE**

**NO INK ZONE**

**IMPORTANT**
Please remove our guidelines/instructions before submitting your files, or else they will be printed.
All text should be converted to outline.

**Final Size: 9 inches x 12 inches**
**Flat Size with Bleed: 18.3 inches x 16.3 inches**

**BACK COVER**

**FRONT COVER**

**INSIDE RIGHT POCKET**

**Keep this area blank.**
**This area will not be printed**