

Presorted  
First Class Mail  
US Postage  
**PAID**  
Oakland, CA  
Permit #2319

RETURN SERVICE REQUESTED

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

.625"

postal marking area  
5/8" minimum for barcode

printed by PsPrint.com

score



# 11" x 17" half-fold brochure (outside/back)

Please make sure that you open or import template files at 300 DPI.

If your final product requires printing to the edge after trimming, you **must** extend your artwork to the **red** boundary box for proper bleed. Anything in the **red** shaded area will be trimmed off.

Your text should be 1/8" inside the **cut line** on each side, represented by the **blue** safety box.

The only text allowed in the **mailing address space** is the mailing stamp or indicia and the recipient's address.

The **green area** must be left blank for barcode or other postal markings.

## DELETE THIS LAYER Except for the CROP MARKS

You **MUST** delete this layer except for the crop marks or it will be printed in your finish product.  
PsPrint is not responsible for reprinting your job if this layer is included in your file.

crop marks

outside back cover

**Production Credit**  
layer is optional and may be deleted.

outside front cover

bleed →  
cut line →  
safety →