

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

postal marking area
5/8" minimum for barcode

score

.625"

Production Credit

layer is optional and may be deleted.
printed by PsPrint.com

outside back cover



8.5" x 14" half-fold brochure, folds to 8.5" x 7" (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

You **MUST** delete this layer 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.

bleed →
cut line →
safety →

outside front cover