

outside right panel

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.

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

outside left panel

bleed →
cut line →
safety →



8.5" x 14" letter-fold brochure, folds to 8.5" x 4.69" (outside/back)

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

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.

4.625"

4.688"

4.688"

9.376"

score

outside center panel

score