

Presorted
Standard
US Postage
PAID
Oakland, CA
Permit #2319

area for mailing address only

3.625"

postal marking area
5/8" minimum for barcode

.625"

SCORE

SCORE

8.5"x11" 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

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.

outside back cover

Production Credit

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

outside front cover

bleed

cut line

safety