

inside front cover panel

inside center panel

outside back cover panel

8.5" x 14" z-fold brochure, folds to 8.5" x 4.67" (inside/front)

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.

← **safety**

← **cut line**

← **bleed**

← .625" →

postal marking area
5/8" minimum for barcode

3.625"

area for mailing address only

Presorted
Standard
US Postage
PAID
Oakland, CA
Permit #2319

printed by: PsPrint.com

Production Credit

layer is optional and may be deleted.

score

score