

Artwork with borders

Minimum border thickness must be 0.50" thick plus the 0.125" bleed for correct print ready artwork. Total border size from the outside of the bleed line is 0.625". Border example on the left.

bleed

Artwork that reaches the cutline needs to extend to the outside edge of the **green line**.
(8.75" x 11.25" – overall artwork size)

cut line

This is where your artwork will be trimmed at the **black line**.
(8.5" x 11" – finished size ordered)

safety zone

All text must be kept within the **gray line**.
(7.75" x 10.25")

PRINT EXPRESS

Office Products

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8.5" x 11" Letter Sized

Preferred Digital File Type: PDF
Overall File Size: 8.75" x 11.25"
Minimum File Resolution: 300 dpi

