

RETURN ADDRESS
AREA OPTIONAL





8.5x11 Bi-Fold Newsletter

(11" x 8.5" Flat / 5.5" x 8.5" Finished)

BACK COVER

MAILING SERVICE
ADDRESS AREA

FRONT COVER

-  **SAFE ZONE:** All critical elements (text, logos, etc.) must be kept inside this area to ensure no important elements are trimmed from the final piece. This area is positioned 1/8 inch inside the trim line.
-  **BLEED AREA:** Background images or colors should extend to the edge of this area to ensure full-color, borderless printing. This area extends 1/8 inch beyond the trim line.
-  **TRIM LINE:** The trim line represents where the piece will be cut and indicates the final size of the piece. Pro Tip: Due to production variance, it's recommended to keep borders at least 1/8 inch away from the trim line or avoid them completely.
-  **FOLD LINE:** Dotted lines indicate where folds occur (if applicable).



Need help with your design?
Call us today to team up with one of our
professional graphic designers! | 800.930.9848

INSIDE PANELS
