



**— SAFE ZONE:**  
All critical elements (text, images, graphics, logos, etc.) must be kept inside the blue box.

**Keep all elements away from the blue line (Safe Zone).**

**— TRIMMING ZONE:**  
Please allow a cutting tolerance all around. We do not recommend having borders due to shifting in the cutting process, which may cause borders to appear uneven.

**----- BLEED ZONE:**  
Make sure to extend the background images or colors all the way to the edge of the black outline.

**— FRONT IMAGE AREA:**  
Make sure to extend the front design or background color is all the way to the edge of the solid black line.

**----- FOLD LINE**

**— GLUE ZONE**

**IMPORTANT**  
Please send files without our colored guidelines.  
All text should be converted to outline.

**Final Size: 4.125 inches x 9.5 inches**  
**Flat Size with Bleed: 9.19 inches x 16.04 inches**