



## Artwork Guidelines:

Please ensure that all artwork follows the directions provided on the Guidelines layer.

Artwork which does not follow the guidelines will be returned for correction.

All artwork, including text & images, must be on the Artwork layer.

All artwork, including photos/images, must be CMYK and at 300dpi.

Please package images and fonts with your submitted artwork files.

## Bleed Area

Artwork must extend to the light blue line



## Safe Zone

Text must remain within the red lines



## Variable Data:

Any Variable Data fields must be on the Variable layer indicated with < >  
(Example: <Location>, <First Name>, etc.)

<FULLNAME>

<ADDRESS1> <ADDRESS2>

<CITY>, <ST> <ZIP>

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**DO NOT PLACE ARTWORK IN MAILING BLOCK**