



**WE PREFER PRINT-READY PDFS.**

**PLEASE DOUBLE-CHECK THE FOLLOWING:**

- ✓ All fonts should be embedded or outlined
- ✓ All images should be 300 ppi
- ✓ All colors should be CMYK, not RGB
- ✓ Only use PMS colors if printing with spot inks
- ✓ Black areas should use 40/30/30/100 build
- ✓ Small black type should be 0/0/0/100

### INSTRUCTIONS

This template and final document size must not be manipulated or altered in any way. Additional charges will be added if your final file doesn't line up correctly to this template, or if you forget to delete this layer.

All artwork should extend to the **green bleed line**, which extends 1/8" beyond the **trim line**. The **blue lines** represent the "safe area", keeping any important text out of the way of folds and cuts, which is 1/8" inside the **trim or fold line**. Visual representation of all lines are shown in the guide below.

 **Safe Area for Text**

 **Bleed Line – Extent of Artwork**

 **Fold Line**

 **Trim Line**

BACK  
COVER

FRONT  
COVER

**INSIDE**