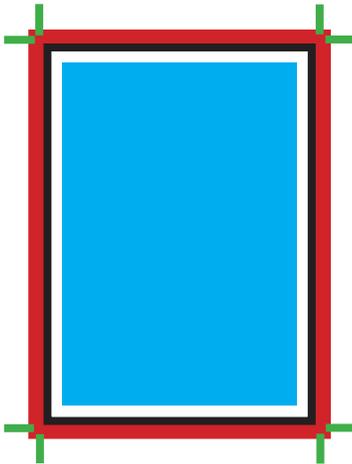




BE SURE TO INCLUDE PROPER

BLEEDS & CROP MARKS



❑ Bleed Area

If your image is to the edge of the page, the file you send us should have an additional .125" of artwork on all 4 sides, even if there is no bleed on that side. This will be cut off to ensure that your artwork goes completely to the edge.

❑ Artwork Size / Live Area

If there is no bleed, we recommend that you leave a .25" blank area between your artwork and the edge of the paper.

❑ Finish Size

This is the actual size of the product that you will receive. If there is no bleed on your document then the file you send us should be dimensioned to this size exactly.

❑ Crop Marks / Trim Line

These small marks sit just outside the corners of a project to indicate precisely where the printed piece should be trimmed.

If there is no bleed then use this column to figure out what the dimensions should be	If there is no bleed, your artwork must be this size and centered in the final document	If there is bleed, this column is what the dimensions of your file need to be
Cut Size / Finish Size	Artwork Size / Live Area	Bleed Size (if required)
3.5" x 2" (business cards) 4.25" x 5.5" 5" x 7" 5.5" x 8.5" 7" x 10" 8.5" x 3.5" 8.5" x 11" 11" x 17"	3.25" x 1.75" (exception) 3.75" x 5" 4.5" x 6.5" 5" x 8" 6.5" x 9.5" 8" x 3" 8" x 10.5" 10.5" x 16.5"	3.75" x 2.25" 4.5" x 5.75" 5.25" x 8.75" 5.75" x 8.75" 7.25" x 10.25" 8.75" x 3.75" 8.75" x 11.25" 11.25" x 17.25"

