



Keep all critical elements (text, images, graphics, logos, etc.)  
away from the drill hole.

— **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 0.25 inches 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 0.25 inches:**

Make sure to extend the background images or colors  
all the way to the edge of the black outline.

**IMPORTANT**  
Please remove our guidelines/instructions before  
submitting your files, or else they will be printed.  
All text should be converted to outline.

**Final Size: 9.5 inches x 12 inches Horizontal**  
**Size with Bleed: 9.75 inches x 12.25 inches**

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away from the drill hole.

