

# Booklet

Finished Size: 8.5" x 11"

Bleed Size: 8.75" x 11.25"

## SAFE ZONE

All critical elements (text, images, graphics, logos. etc.) must be kept inside the green box.

## FINISH ZONE

Please allow 1/16" or 0.0625" 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 blue line.  
1/8" or 0.125" bleed on each side is our requirement.

## IMPORTANT

Please remove or hide our guidelines/instructions before saving your files, or else they will be printed.  
All text should be converted to outline.  
Agent print is not responsible for guides layer left in customer's document