



**Bleed**

Artwork that goes to the edge of your design needs to be extended 1/8" through the bleed area.

**Cut Line**

This is where we will cut your artwork to your desired size.

**Safety Line**

Keep artwork and text within this line to ensure it will not be cut off.

**Bleed**

Artwork that goes to the edge of the fold needs to be extended at least 1/16" to the bleed line.

**Fold Line**

This is where we fold your artwork. This will create a small lip of 1/16".

**Center Line**

This represents the middle of your artwork. We normally do not fold on this line.