



**TRIM LINE (4" H x 12" W):** THIS PRESENTS THE ACTUAL SIZE OF THE FINISH PRODUCT.

**SAFETY LINE (1/8" MARGIN):** DO NOT PLACE IMPORTANT TEXT OR IMAGES BEYOND THE BLUE LINE.

ANYTHING LEFT OUTSIDE THE BLUE BOX MAY GET CUT OFF DURING TRIMMING

**BLEED LINE:** EXTEND ALL BACKGROUND IMAGES & COLORS ALL THE WAY TO THE LIGHT BLUE LINE.

**IMPORTANT: PLEASE UPLOAD PDF ARTWORK WITHOUT BLUE, RED OR LIGHT BLUE GUIDE LINES**  
**ADDITIONAL NOTES:**

- FINAL ITEM SIZE: 4" X 12"
- SIZE WITH BLEEDS: 4.25" X 12.25"
- CONVERT ALL TEXT TO OUTLINES
- CONVERT ALL COLORS TO CMYK
- EMBED ALL GRAPHICS
- KEEP ALL TEXT AND GRAPHICS 1/8" AWAY FROM TRIM LINE
- PLEASE DO NOT REMOVE THE BLACK CROP MARKS WHEN YOU SUBMIT ARTWORK