

**Blue Guidelines - Safe zone:** All critical elements (text, images, logos, etc.) must be kept inside the blue box. Anything left outside the blue box may be cut off during trimming.

**Red Guidelines -Trimming edge:** The red lines indicate where the folder will be cut. We do not recommend borders due to possible shifting in the cutting process. Be sure to extend your background colors/images to the document size (past the red guideline) to give us the proper bleed. If you do not include bleed, you may have uneven white borders when the folder is cut.

**Orange Guidelines:** These indicate the fold lines. Please do not place text over these lines.

**Green Guidelines:** These indicate where the cut will be on the pockets. Everything between the 2 guidelines will be cut. Do not put anything critical between or near these lines.

**DELETE THE GUIDELINES/TEXT BEFORE YOU UPLOAD THE FILE.**

***BACK COVER***

***FRONT COVER***

All artwork designed on the pockets should be upside down because the pockets will fold up into the inside on the finished product. Business card slits are included and can be on either/one or no pocket. Please indicate in the special instructions on the order form which pocket if any or both should have the slits. We recommend that there be no text or critical elements around the slits, as shifting of the die cut may occur.

***INSIDE RIGHT POCKET***

***INSIDE LEFT POCKET***