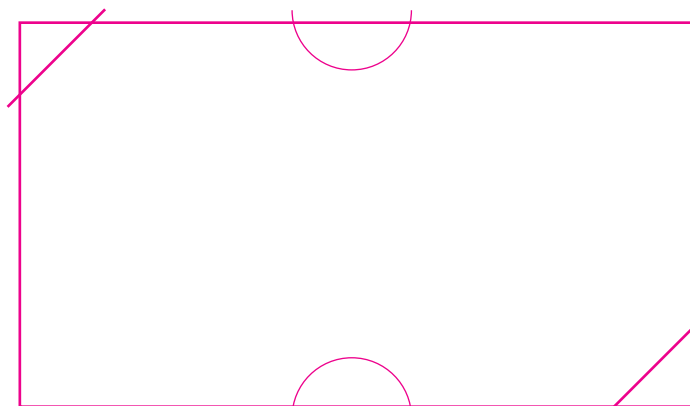**Red Guidelines -Trimming edge:** The red lines indicate where the folder will be cut. We do not recommend borders due to possible shifting in the cutting process. Be sure to extend your background colors/images to the document size (past the red guideline) to give us the proper bleed. If you do not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

Orange Shaded area — Glue Area: No printing or varnish in this area

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.

INSIDE RIGHT POCKET