



**Bleed**



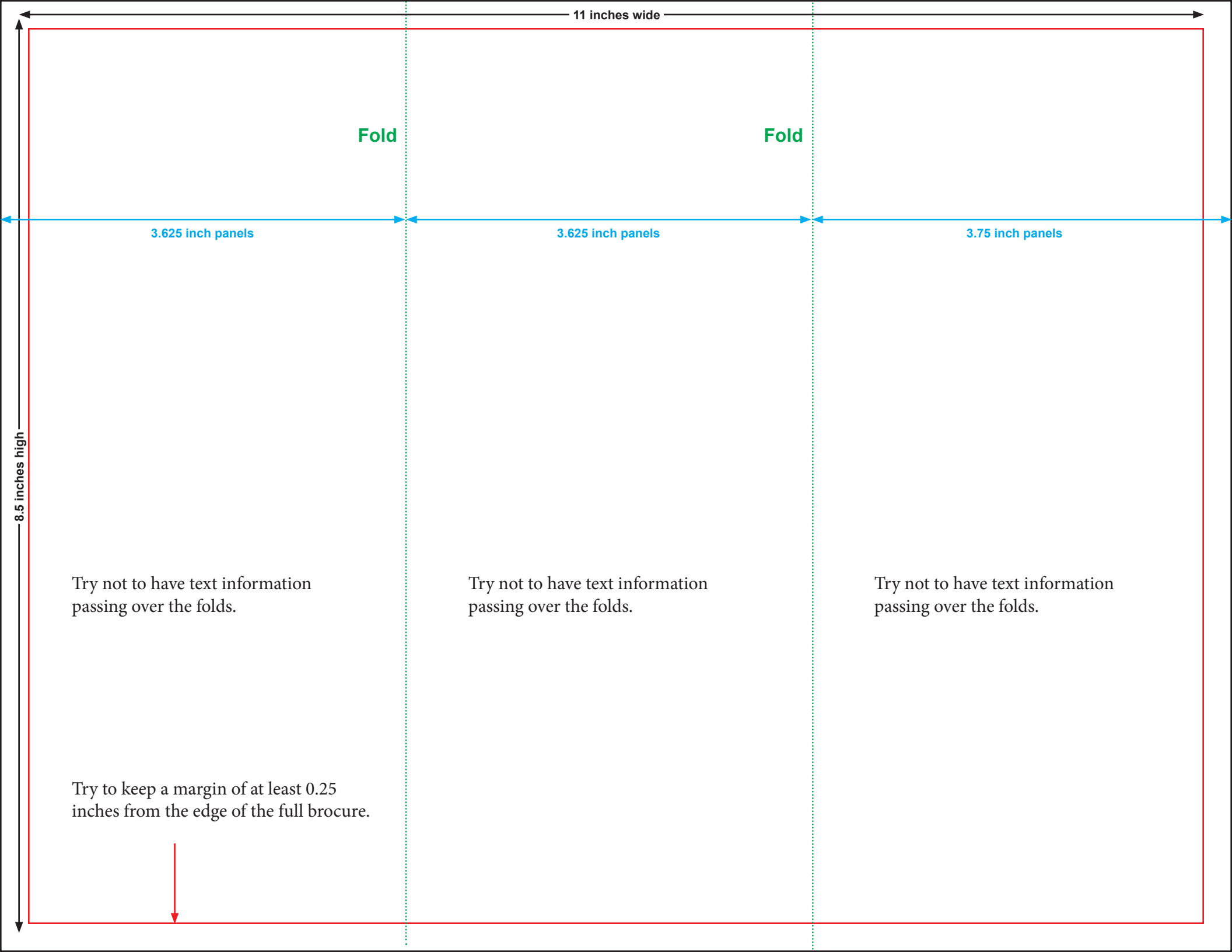
**trim or crop  
marks**

**When submitting a PDF of the 11 x 8.5 tri-fold brochure please supply a bleed of 0.125 inches when you have a graphic that has to print to the edge of your brochure.**

**We also require trim or crop marks if the program you created the file with has the option available to you.**

**Please see the next page for guide lines on how to create proper panels (3 panels after folded) for the brochure.**

**The back side or inside portion of the brochure will also use these parameters in reverse for the second side.**



11 inches wide

8.5 inches high

Fold

Fold

3.625 inch panels

3.625 inch panels

3.75 inch panels

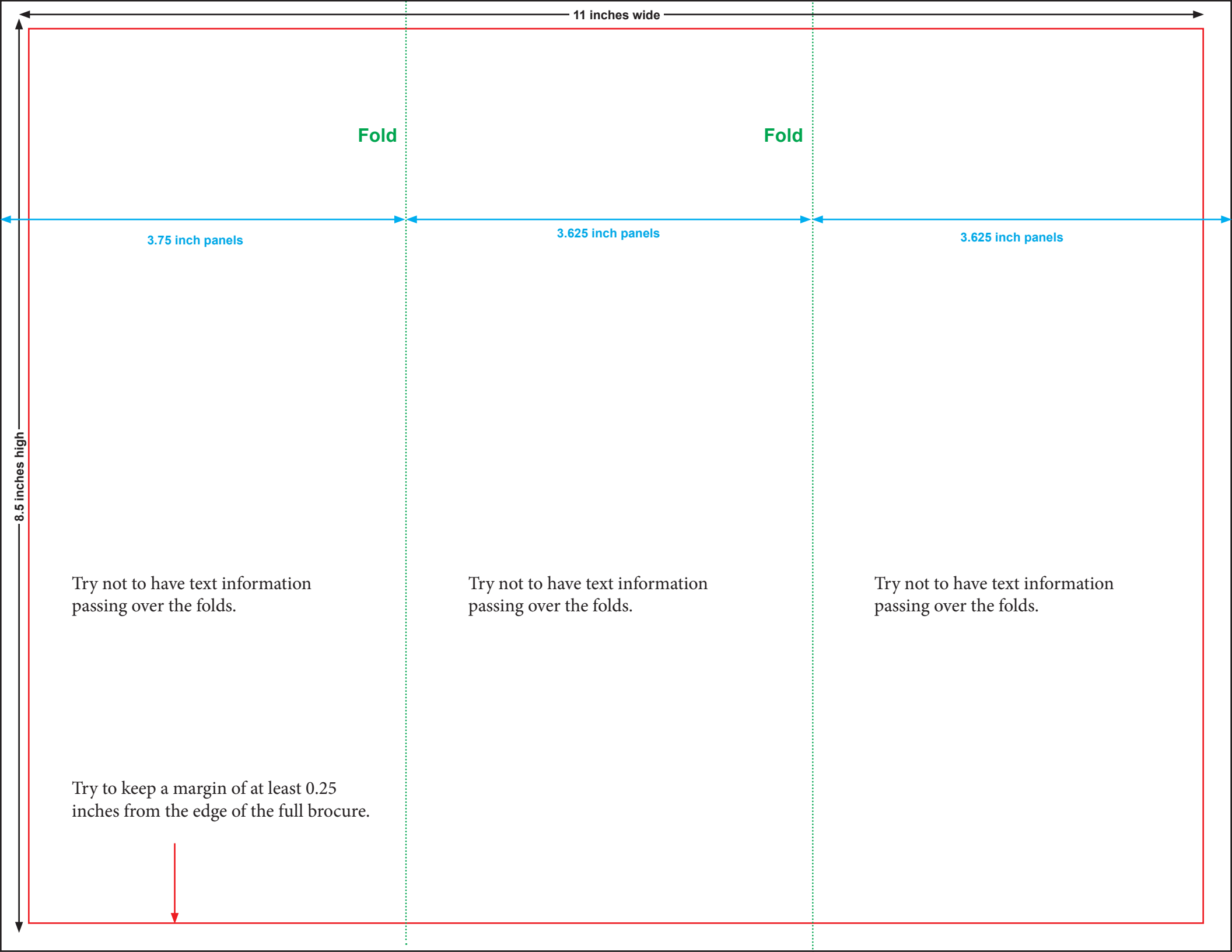
Try not to have text information passing over the folds.

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Try to keep a margin of at least 0.25 inches from the edge of the full brochure.





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