

Document size: 9" w x 11.5" h (includes bleed area)

Final size: 8.5" w x 11" h

Safe Area: .25" in side of the final size edge.

- Make sure that your document size matches the document size mentioned above. It ensures that placement of the header and footer will match your layout when printed.
- Do not include trim and registration marks in your file
- Make sure all text and images (logo) of the file are in the **green** border. the safe area marks where all important text and images should be placed inside of the layout to ensure that no important information is cut out when trimmed.
- Make sure that the uploaded file is formatted in PDF, TIFF, AI, or JPEG and that the format is on high resolution (300x300 dpi).

