

# 8.5" x 3.69" Brochure, Letter-fold – Vertical (outside); 8.5" x 11" when open

Use this template as a guide for the placement of text and images.

Be sure to open or import template files at 300 DPI.

Place your artwork 1/8" away from the **trim line** and within the **safety area** as represented by the **red dashed line**.

If your project requires printing to the edge after trimming, you **MUST** extend your artwork to the **outer edge** of the **gray shaded area** for proper bleed. Anything in the **gray shaded area** will be trimmed off.

*Signature*  
P · R · E · S · S

outside  
right panel  
3.62"

outside  
center panel  
3.69"

outside  
left panel  
3.69"

Safety Area —●—  
Trim Line —●—  
Bleed —○—

# 8.5" x 3.69" Brochure, Letter-fold – Vertical (inside); 8.5" x 11" when open

Use this template as a guide for the placement of text and images.

Be sure to open or import template files at 300 DPI.

Place your artwork 1/8" away from the **trim line** and within the **safety area** as represented by the **red dashed line**.

If your project requires printing to the edge after trimming, you **MUST** extend your artwork to the **outer edge** of the **gray shaded area** for proper bleed. Anything in the **gray shaded area** will be trimmed off.

*Signature*  
P · R · E · S · S

inside  
left panel  
3.69"

inside  
center panel  
3.69"

inside  
right panel  
3.62"

Safety Area —●—  
Trim Line —●—  
Bleed —○—