**12 pg Letter Size Booklet (11” x 8.5”)**

Document Size with Bleed = 11.25” x 8.75”

**Safe Guide** = Any text or graphics that do not bleed off the edge of your document should be at least 1/8” (.125) away

from the Trim Line.

**Trim Edge** = Final size of your printed piece after cutting.Any backgrounds, text or graphics that bleed off the edge of your document should extend to the Bleed.

**Bleed** = The extra extension of your backgrounds andgraphics beyond the Trim Edge allows for accurate cutting.



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| For an 12 page Booklet | For an 12 page Booklet |
| PAGE 12 | PAGE 1 |
| (BACK COVER) | (FRONT COVER) |
|  | Fold |

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before submitting to print.



|  |  |
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| For an 12 page Booklet | For an 12 page Booklet |
| PAGE 2 | PAGE 11 |
| (INSIDE FRONT COVER) | (INSIDE BACK COVER) |
|  | Fold |

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For an 12 page Booklet

For an 12 page Booklet

PAGE 10

PAGE 3

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