



215 NW 16th Street
Pompano Beach, FL 33060
1-800-480-8650

Mailing Panel
If this piece is a mailer, mailing info, address, indicia etc must be on this panel, rightside-up with the arrow.

25.5x11 Half/Half Fold folds to 12.75x5.5

Place this template in a separate layer
in your layout program and delete or turn off
before sending/exporting your file.

To use this template for the inside
of your print project, flip it horizontally.

**Outside Back Panel
(Mailing Panel)**
12.75" wide

Inside Panel
12.75" Wide

Outside Front Panel
12.75" wide

Inside Panel
12.75" Wide

Bleed
For borderless edges, extend images, photos and/or solid background colors 1/8" beyond the edge of the page. This area (red) will be trimmed during the finishing process. It should not contain any information you intend to be seen or read.

Margin
For best results keep text and images that must be seen and read between a minimum of 1/8" and 1/4" from edge of page.

Copy margins
We recommend keeping copy 1/8" in from fold lines in most cases.

Trim
Edge of page.

