

8.5" X 11" FULL BLEED (EDGE-TO-EDGE PRINT) LETTER GUIDELINES

— **PAGE SIZE:** 8.75" X 11.25"

— **CUT LINE @ .125"**

Your letter will be cut to 8.5" x 11" at this point. All letter elements must be inside the blue line. Anything outside this .125" margin on all side WILL be cut off.

— **SAFE ZONE @ .25"**

To account for any printer shift, we recommend all critical elements (text, photos, etc.) that you do not want cut off to be within this .25" margin.

IMPORTANT

Be sure to hide or delete any of Chalk Line's guides before sending your letter to us, so that these guide lines are not printed.

PDF is our preferred file format.

We will accept the following formats, but we recommend requesting a PDF proof before the item is sent to production:

- | | |
|----------------|---------------------|
| » MS Word | » Adobe InDesign |
| » MS Publisher | » Adobe Photoshop |
| » Apple Pages | » Adobe Illustrator |

If sending one of these formats, please ensure your images are correctly embedded, and please upload any font files that you may have used that are not default system fonts.

