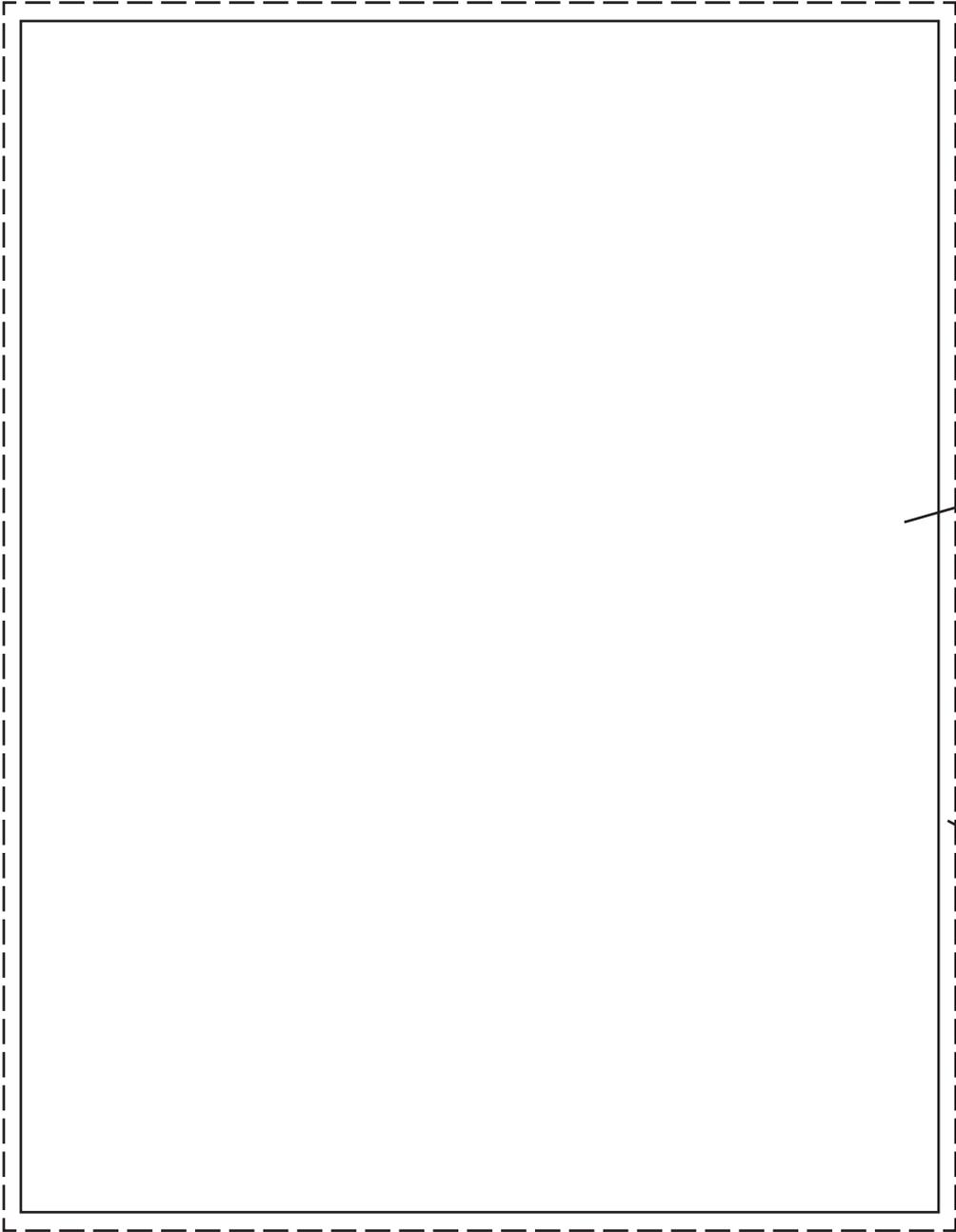


## Documents

8.5x11”

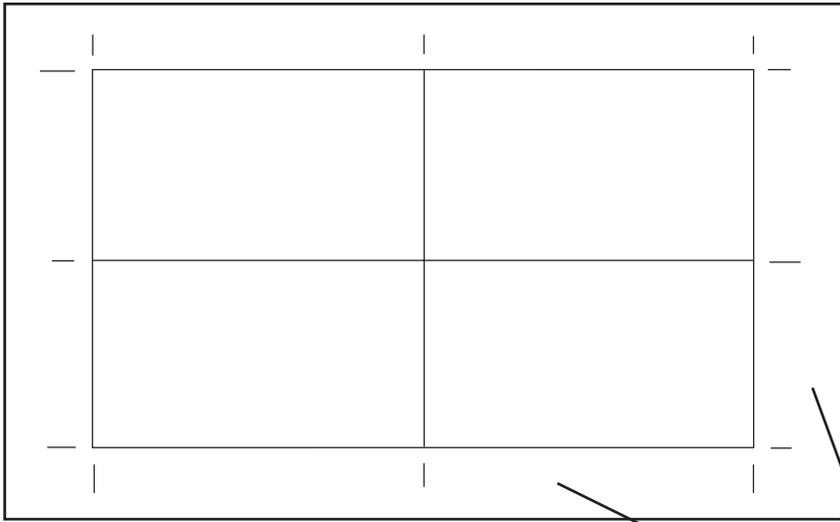
8.5x14”

11x17”

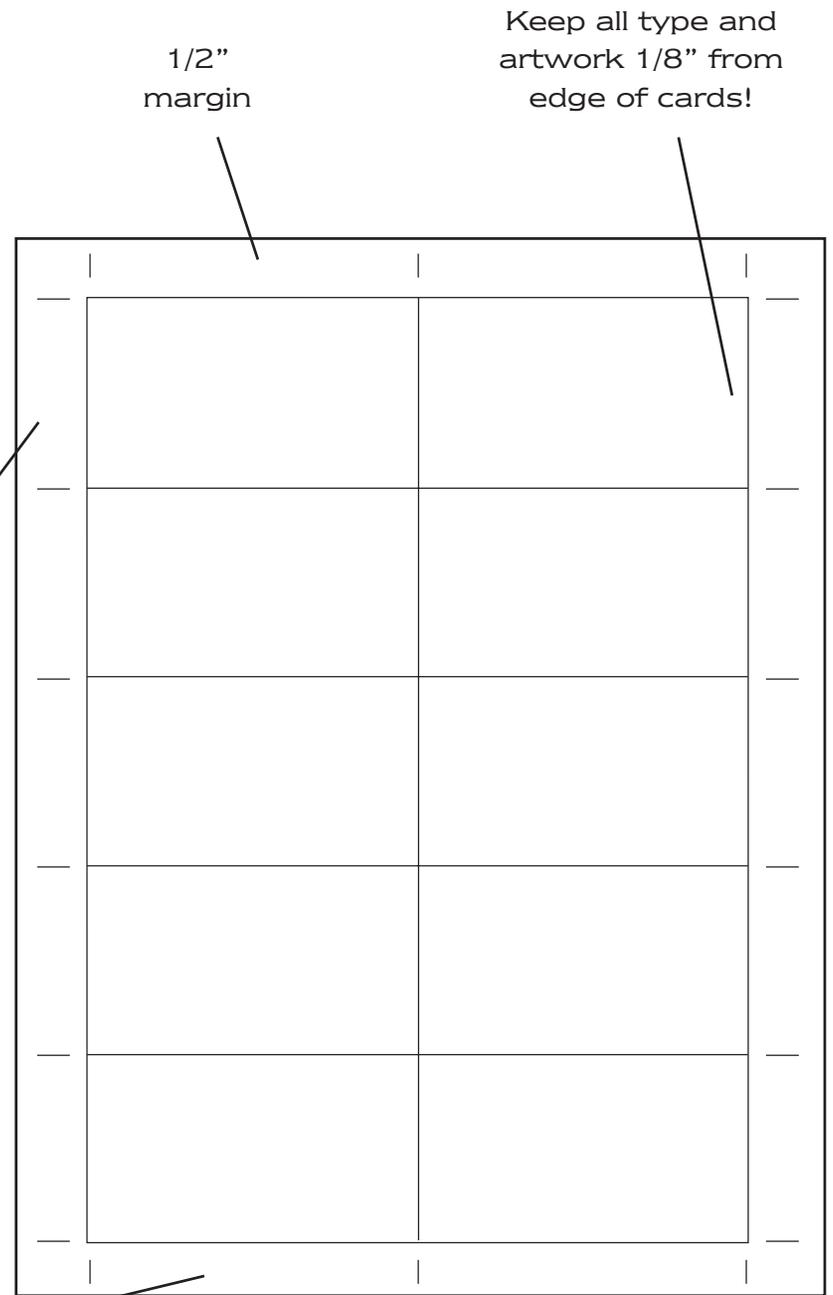


Type should stay inside the edge by at least 1/4”, especially if the document will require trimming.

The artwork must “bleed” 1/8” for every side where the artwork runs off the edge of the page.



Bus Cards 4-up Layout



Bus Cards 10-up Layout

## Business Cards (no bleed)

Business cards are always 2x3.5".

They can be arranged 4-up on a half sheet (5.5x8.5") or 10-up on a full sheet (8.5x11").

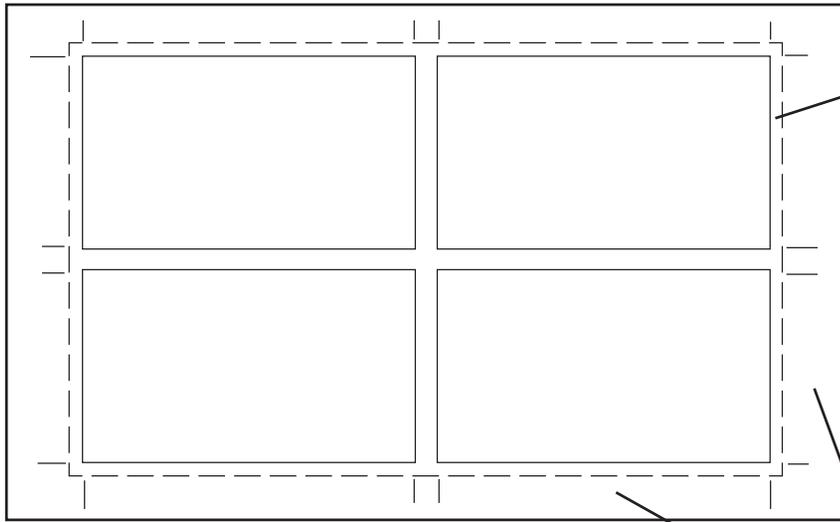
Please include crop marks (small lines positioned 1/8" from where the cards trim)

1/2"  
margin

3/4"  
margin

1/2"  
margin

Keep all type and  
artwork 1/8" from  
edge of cards!



Artwork must bleed  
1/8" past edges of  
each card

1" margin

Bus Cards 4-up Layout

## Business Cards (with bleed)

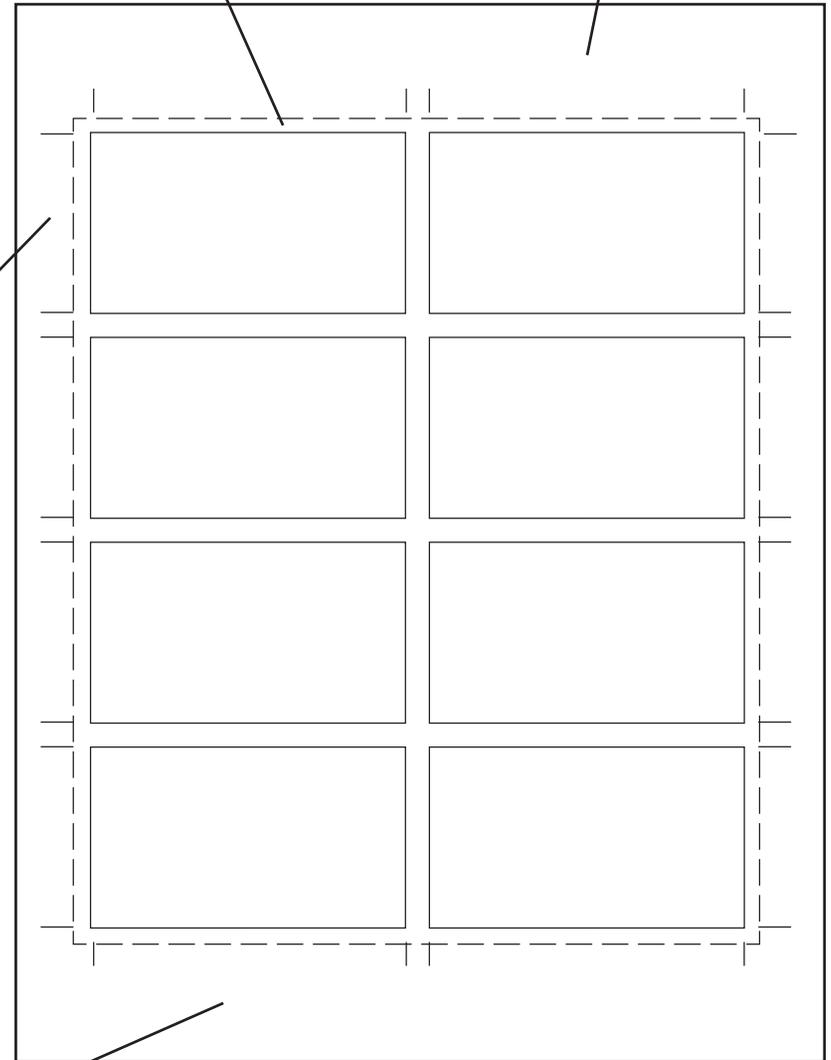
Business cards with bleeds trim to 2x3.5".

The artwork **MUST** have a 1/8" bleed if it crosses over the edge of the cards.

They can be arranged 4-up on a half sheet (5.5x8.5") or 8-up on a full sheet (8.5x11").

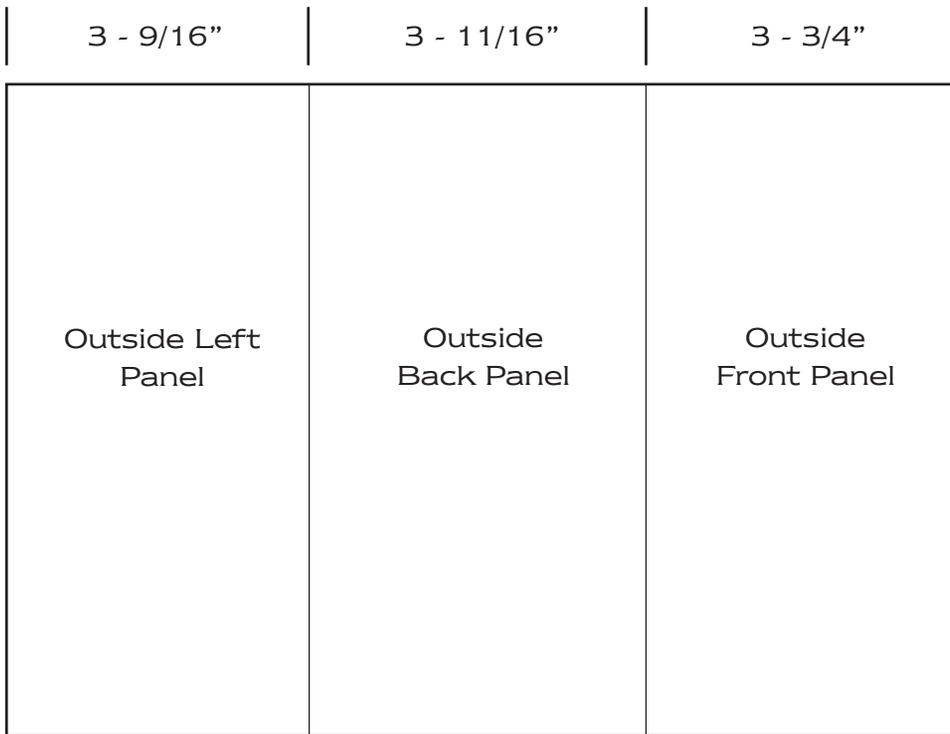
Please include crop marks (small lines positioned 1/8" from where the cards trim)

1/2"  
margin



1" margin

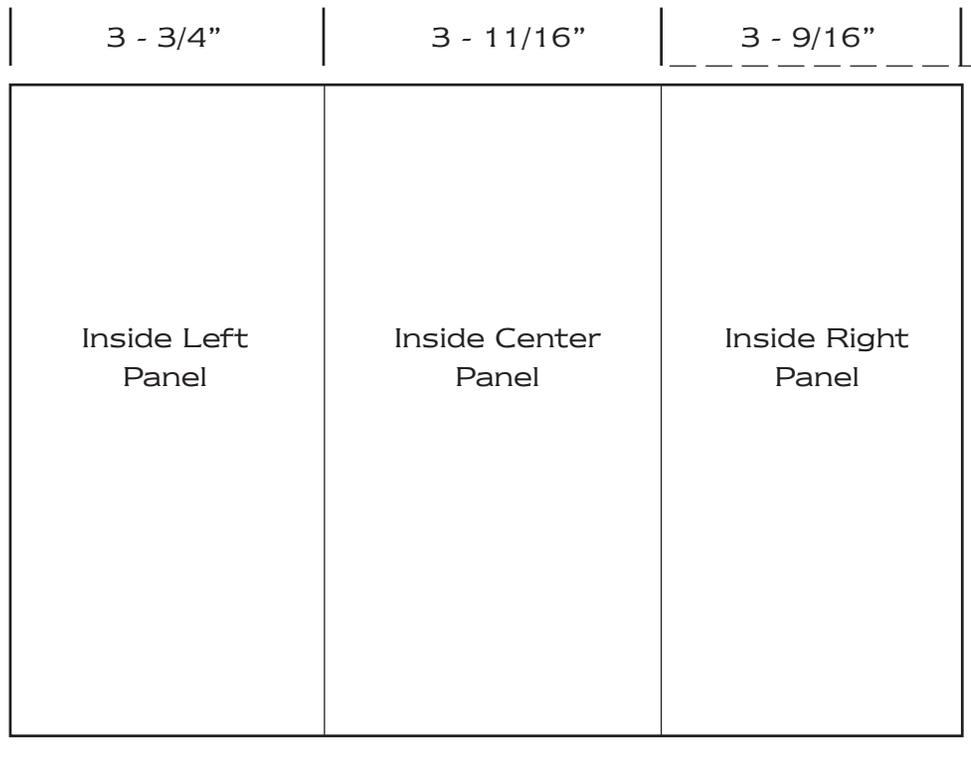
Bus Cards 8-up Layout



## 8.5x11" Trifold Brochure

The six panels on a tri-fold brochure are NOT EXACTLY THE SAME SIZE!

If you want your artwork to be centered between the folds, you must compensate for the three different sizes of the panels.

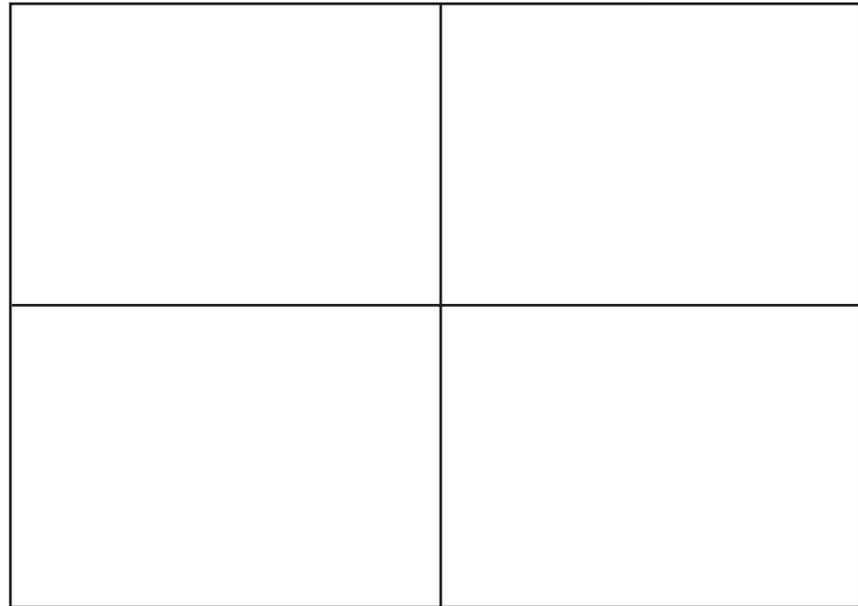


The artwork must "bleed" 1/8" for every side where the artwork runs off the edge of the page.

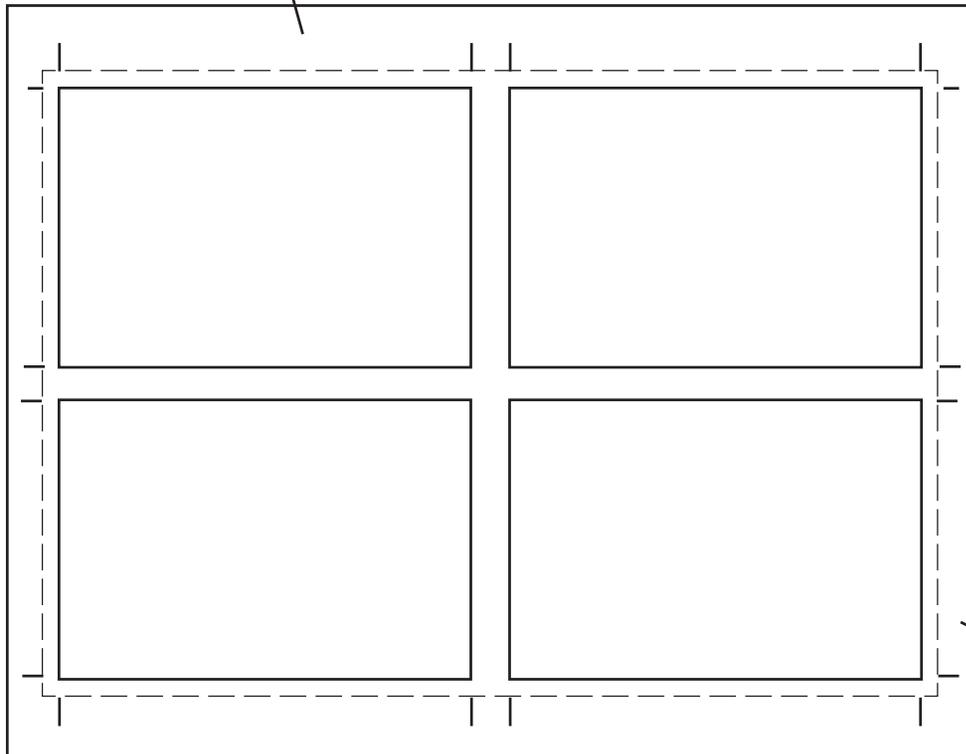
## 4x6" Postcards (no bleeds)

Set your artwork 4-up on an  
8x12" sheet of paper.

Make sure all artwork and type  
remain 1/4" inside all edges.



3/4"  
margin

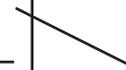


## 4x6" Postcards (with bleeds)

Set your artwork 4-up on a  
10x13" sheet of paper.

Make sure your artwork has a 1/8"  
bleed around all sides.

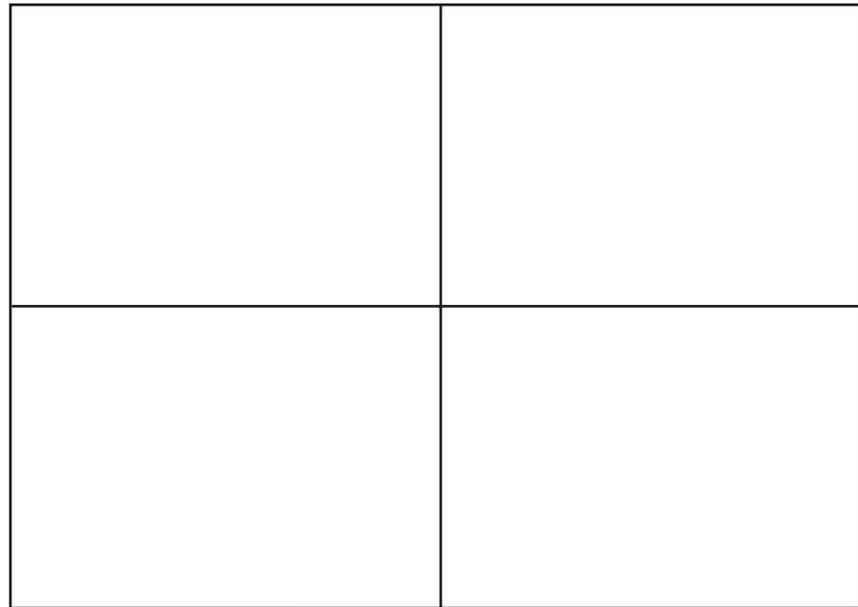
1/4"  
margin



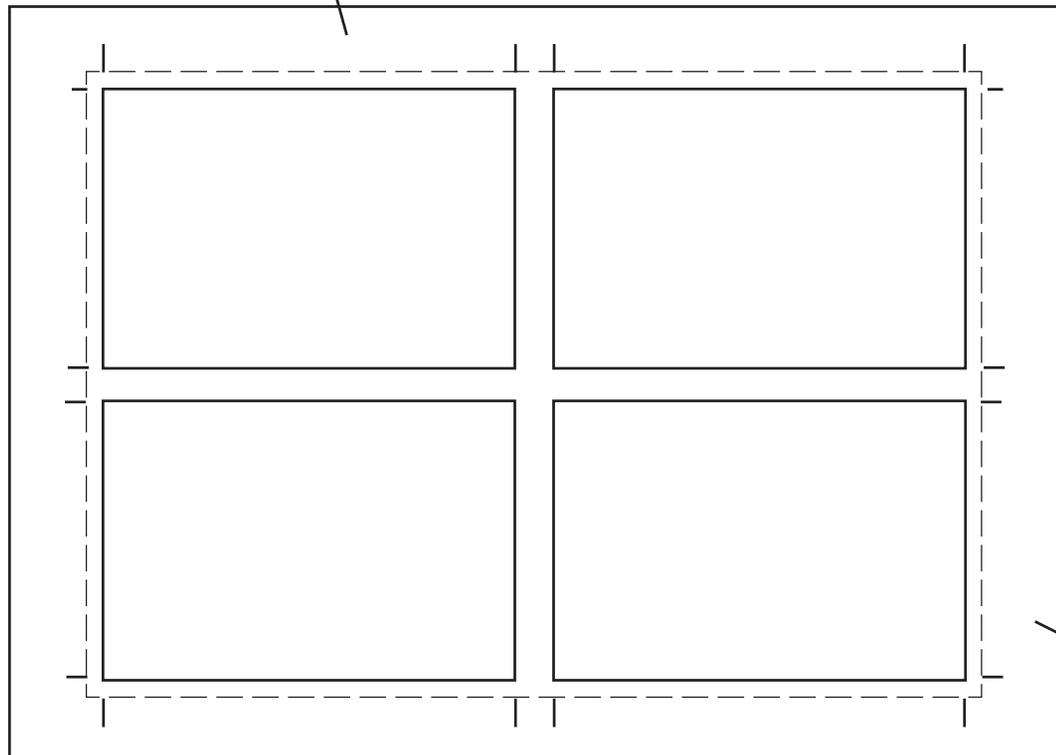
## 5x7" Postcards (no bleeds)

Set your artwork 4-up on a  
10x14" sheet of paper.

Make sure all artwork and type  
remain 1/4" inside all edges.



1/4"  
margin



## 5x7" Postcards (with bleeds)

Set your artwork 4-up on an  
11x17" sheet of paper.

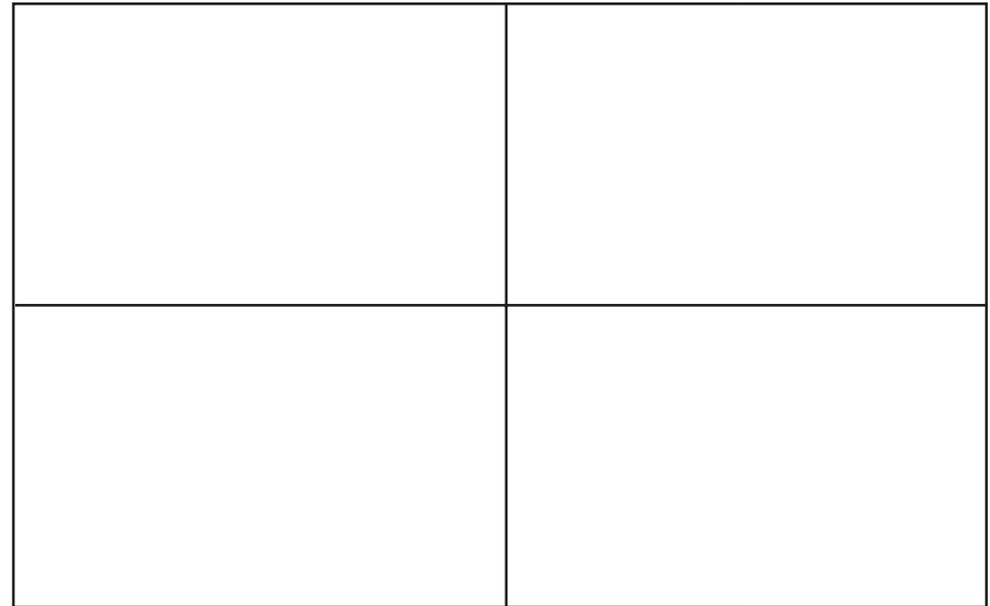
Make sure your artwork has a 1/8"  
bleed around all sides.

1 - 1/4"  
margin

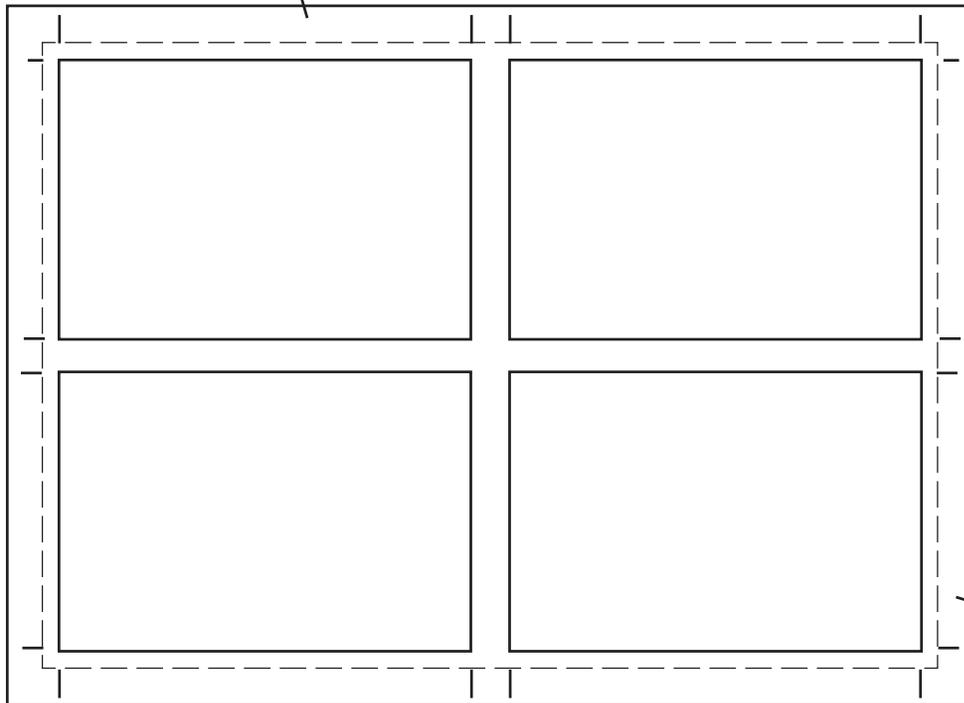
## 5.5x8.5" Postcards (no bleeds)

Set your artwork 4-up on an  
11x17" sheet of paper.

Make sure all artwork and type  
remain 1/4" away from all edges.



1/4"  
margin



## 5.5x8.5" Postcards (with bleeds)

Set your artwork 4-up on a  
12x18" sheet of paper.

Make sure your artwork has a 1/8"  
bleed around all sides.

1/4"  
margin