

### SAFE ZONE:

All critical elements (text, images, graphics, logos, etc.) must be kept inside the blue box.

**Keep all elements away from the blue line (Safe Zone).**

### TRIMMING ZONE:

Please allow 0.125 inches cutting tolerance all around. We do not recommend having borders due to shifting in the cutting process, which may cause borders to appear uneven.

### BLEED ZONE 0.125 inches:

Make sure to extend the background images or colors all the way to the edge of the black outline.

### IMPORTANT

Please remove our guidelines/instructions before submitting your files, or else they will be printed. All text should be converted to outline.

**Final Size: 10 inches x 10 inches**

**Size with Bleed: 10.125 inches x 10.125 inches**



### FRONT AND BACK FILE ARROW DIRECTIONS

Front File  
Arrow Points Right      Back File  
Arrow Points Left



OR

Front File  
Arrow Points Left      Back File  
Arrow Points Right

