## 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).**

## TRIM 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: 18 inches x 24 inches Horizontal**
**Size with Bleed: 18.6 inches x 24.4 inches**

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### 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 |
|---|---|---|---|---|