

- **Bleed** (This area will be cut off - Please extend art that requires a full bleed into this area)
- **Caution Zone** (Keep an important text out of this area)
- ✂ **Crop Line**

Delete all template artwork before submitting your files.

## Outside Back

### SAFETY ZONE--CAUTION:

Keep all text, pictures and images inside the white SAFETY ZONE area to avoid trimming. Any item inside the yellow area has the possibility of being cut off during production.

### TRIM:

Outer edge of the yellow is the final cut line (Finished size of your project). Any text, image or background intended to bleed should not end at the yellow trim line.

### BLEED:

Extend all background color, images and text meant to bleed to the outer edge of the red line.

This template should be placed at 100% to ensure the correct size for your project.

This template should be centered left to right and centered top to bottom to ensure correct specifications.

### ORIENTATION:

To verify the orientation of your finished piece, print out the PDF proof and place the printed pages back-to-back so that the **PIOB** logo is in the top left corner when viewing either side. View back side by rotating backed-up pages horizontally like a book. Fold as specified in your order.



9" x 12" presentation folder  
2 - 4" pockets w/ BC slits on both

## Outside Front

For assistance or questions, call toll free 1-800-346-0371

Delete this template from your artwork before uploading your file.

Artwork should be upside down on pockets since they fold upwards.

Business Card Slits

Glue Flap

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## Inside Front

## Inside Back

**SAFETY ZONE--CAUTION:**  
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**TRIM:**  
Outer edge of the yellow is the final cut line (Finished size of your project). Any text, image or background intended to bleed should not end at the yellow trim line.

**BLEED:**  
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This template should be centered left to right and centered top to bottom to ensure correct specifications.

**ORIENTATION:**  
To verify the orientation of your finished piece, print out the PDF proof and place the printed pages back-to-back so that the **PIOB** logo is in the top left corner when viewing either side. View back side by rotating backed-up pages horizontally like a book. Fold as specified in your order.

When folded and glued, outside front and back pocket will appear right reading up to this green dashed line.

No Printing in GREEN area at any time! This area is a knockout for gluing

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