

**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 stay within the zone for cutting tolerance around your folder. We do not recommend having borders due to shifting in the cutting process, which may cause borders to appear uneven.

INSIDE LEFT COVER

This area represents where the back of pocket flap will fold up to. This area will be covered by the pockets and should be clear of any critical information such as text, images, graphic elements, logos, etc

This lower rectangle represents the back of pocket flap. Any information in this section will not be visible and should be clear of any critical information such as text, images, graphic, elements, logos, etc.

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

FOLD LINE

NO INK ZONE

BLANK AREA FOR POCKETS

**IMPORTANT**  
Please send files without our colored guidelines. All text should be converted to outline.

Final Size: 4 inches x 6 inches

INSIDE RIGHT COVER

This area represents where the back of pocket flap will fold up to. This area will be covered by the pockets and should be clear of any critical information such as text, images, graphic elements, logos, etc

This lower rectangle represents the back of pocket flap. Any information in this section will not be visible and should be clear of any critical information such as text, images, graphic, elements, logos, etc.