

## Folded Business Card (3.5" x 4")

Document Size with Bleed = 3.75" x 4.25"



← **Safe Guide** = Any text or graphics that do not bleed off the edge of your document should be at least 1/8" (.125) away from the Trim Line.



← **Trim Edge** = Final size of your printed piece after cutting. Any backgrounds, text or graphics that bleed off the edge of your document should extend to the Bleed.



← **Bleed** = The extra extension of your backgrounds and graphics beyond the Trim Edge allows for accurate cutting.

**OUTSIDE BACK**

**Fold**

**OUTSIDE FRONT**

Please delete template guides before submitting to print.

The image shows a template for a two-page spread. It features a central horizontal dashed line labeled "Fold" that divides the page into two equal halves. The top half is labeled "INSIDE TOP" and the bottom half is labeled "INSIDE BOTTOM". The entire page is enclosed within a red dashed border, which represents the final crop line. Inside this, there is a green dashed border, and further in, a blue dashed border. The text "INSIDE TOP" is centered in the upper half, and "INSIDE BOTTOM" is centered in the lower half. Below "INSIDE BOTTOM", there is a line of smaller text: "Please delete template guides before submitting to print."

**INSIDE TOP**

Fold

**INSIDE BOTTOM**

Please delete template guides before submitting to print.