

---

# BOOKLETS

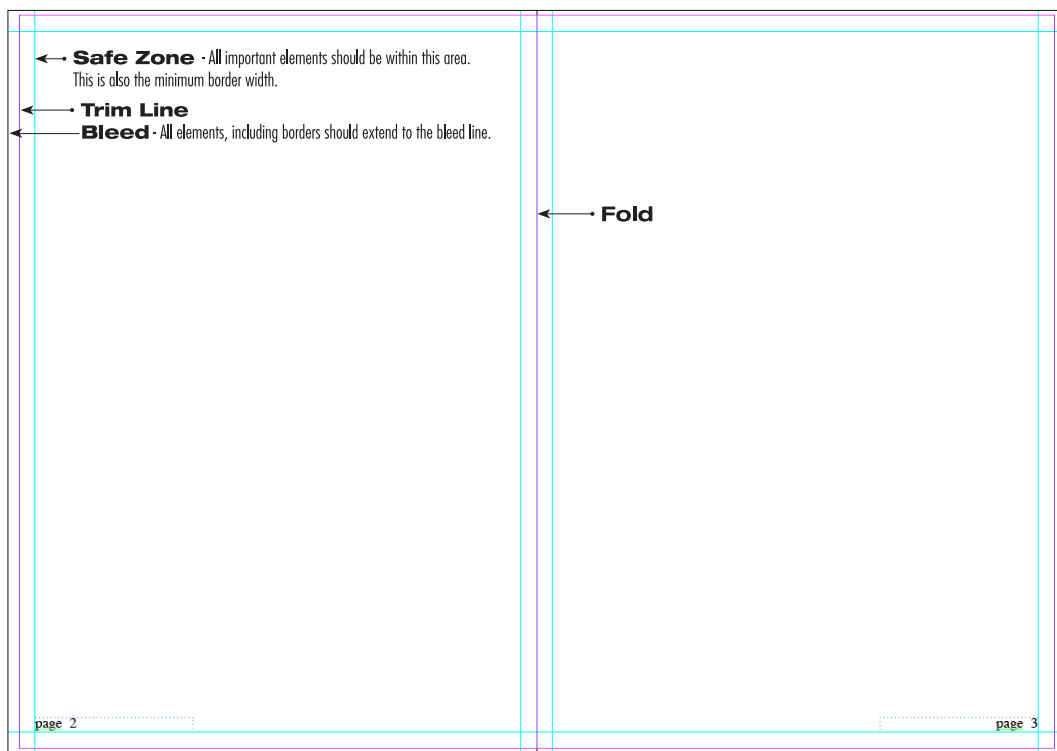
---

## Bleed Requirements

1. Templates include bleed. The trim line is indicated by the pink guide line.
2. There is 1/16" bleed on the top and bottom edge, 1/8" on the outside edge of each page, no bleed needed on inside edges.

## Safe Zones

1. Our recommended safe zone is 3/16" from the trim line or center fold line.
2. The safe zone is indicated on the template by the green guide line.



## Page Numbers

1. Templates include page numbers for reference.
2. These can be edited or removed by editing the Master pages.
3. Page "1" will be the cover of the booklet. The front and back covers are counted in the total number of pages.

## Postal Regulations

1. Please follow the postal regulations for the folded booklet size. (pdf included with template)
2. The mailing side (back cover) should be positioned so that the spine (folded edge) is at the bottom.
3. **Sumo size booklets:** If this is designed as a self mailer, the final booklet size needs to be 6"x10.5"