



**Safety Margins** \_\_\_\_\_

(Keep all logos, text and important images inside these lines)

**Cutline/Fold** \_\_\_\_\_

**Bleed Line** - - - - -

(Art must extend to or past these lines and will be trimmed off at cutline)

**Suggested Layout:**

Inside	Outside
Header	Greeting Cont. or Company info
Calendar	Address
Company Info	Greeting