

# FRONT COVER (PAGE 1)

**DELETE THIS LAYER  
PRIOR TO SENDING**



## **BLEED AREA**

Background image should  
extend to this box



## **CROP AREA**

Design will be trimmed at  
this box



## **TYPE SAFETY**

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this box

### **BOOK GUIDELINES:**

- 1) Build pages in Adobe InDesign, Adobe Illustrator, or Quark Xpress at final trim size of a single page (8.5x11)
- 2) All pages with bleed as necessary. Use 0.125 inch bleed.
- 3) Supply single page high-res PDFs with bleed and fonts embedded
- 4) DO NOT BUILD JOB WITH PAGES AS SPREADS NO READER OR PRINTER SPREADS. THIS WILL CAUSE ISSUES WITH IMPOSITIONING SOFTWARE AND YOU WILL BE ASK TO SUBMIT IN SINGLE PAGES.
- 5) The dash border represents the trim and everything beyond this line will NOT print.
- 6) Number of pages in file must match number of pages in the book, including any blank pages if required.
- 7) Pages must be in sequential order, for example pages 1 through 12 for a 12-page booklet.

# **INSIDE FRONT COVER (PAGE 2)**

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# **PAGE 3**

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# **PAGE 4**

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# **PAGE 5**

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# **PAGE 6**

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# **PAGE 7**

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# **PAGE 8**

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# **PAGE 9**

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# **PAGE 10**

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# **INSIDE BACK COVER (PAGE 11)**

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# **BACK COVER (PAGE 12)**

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