

**11" x 8-1/2"  
Z-fold Brochure  
Side 1 - Outside**

**Inside Folded Panel**  
5

**Back Cover Panel**  
6

**Cover Panel**  
1

Panel Dimensions  
3.61875" x 8.5"

Panel Dimensions  
3.68125" x 8.5"

Panel Dimensions  
3.7" x 8.5"

**Bleed Allowance**  
11-1/4" x 8-3/4" (11.25" x 8.75")  
Design elements should extend 1/8" (.125") beyond the finished size of the document to insure printing to the edge.

**Inside Margin**  
10-1/2" x 8" (10.5" x 8")  
Essential text and design elements should be positioned within the inside margin of 1/4" (.25")

**Finished Size**  
11" x 8-1/2" (11" x 8.5")  
Trim area should allow for a mechanical tolerance of 1/4" (.25") from the inside margin to bleed allowance.

Fold

Gutter

Gutter area should allow for a tolerance of 1/4" (.25") on each side of the fold

**REMOVE ALL GUIDES  
BEFORE SUBMITTING ORDER**

**11" x 8-1/2"**  
**Z-fold Brochure**  
**Side 2 - Inside**

**Inside Left Panel**  
2

**Inside Center Panel**  
3

**Inside Right Panel**  
4

Panel Dimensions  
3.7" x 8.5"

Panel Dimensions  
3.68125" x 8.5"

Panel Dimensions  
3.61875" x 8.5"

**Bleed Allowance**  
11-1/4" x 8-3/4" (11.25" x 8.75")  
Design elements should extend 1/8" (.125") beyond the finished size of the document to insure printing to the edge.

**Inside Margin**  
10-1/2" x 8" (10.5" x 8")  
Essential text and design elements should be positioned within the inside margin of 1/4" (.25")

**Finished Size**  
11" x 8-1/2" (11" x 8.5")  
Trim area should allow for a mechanical tolerance of 1/4" (.25") from the inside margin to bleed allowance.

Fold

Gutter

Gutter area should allow for a tolerance of 1/4" (.25") on each side of the fold

**REMOVE ALL GUIDES  
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