

# Tabletop Retractable-A4

## ● BLEED LINE ————

Please extend the background images or colors all the way to the edge of the black outline.

## ● CUT LINE - - - - -

This is where we aim to trim the product. The text or graphics near this line could get trimmed off.

## ● SAFE LINE - - - - -

Keep text and important imagery with this line to ensure it does not get cut off during trimming.

**BLEED ZONE: 8.5" X 12.25"**

**TRIMMING ZONE: 8.25" x 11.75"**

**SAFE ZONE: 7.8" x 11"**

## **IMPORTANT**

**Please remove the Template & Instruction layers before submitting your files, otherwise they will be printed.**

Please convert all **PMS & Spot Color** to **CMYK** format.

Please **Outline All Fonts** and **Embed All Images**.

Photo resolution minimum: 150 dpi to 300 dpi in Actual size.

File format: PDF (preferred), AI, JPEG, TIFF, PSD, EPS (accepted).