

SAFETY ZONE: Place all copy within the safety zone.
Tip: Keep copy .25" away from all trims and folds for a balanced appearance.

TRIM LINE: The final trim of the document.

BLEED: If your document has content (graphics, pictures, etc) that reaches the trim line the content must extend all the way to the outer edge of the Grey Bleed Box.

THIS PAGE IS 0.125" NARROWER TO ALLOW IT TO FOLD INSIDE WITHOUT BUCKLING.

This panel folds in - Inside right is on the other side

PPC
1695 Industrial Way
Sparks, Nevada 89431

Non-Profit
Organization
US Postage
PAID
PPC

FIRST FOLD

SECOND FOLD

THIRD FOLD

Address Area: This area should be left clear to accommodate the mailing address and barcode.

The space indicated will work for most addresses, but consider your mailing list. If you have lengthy business names and/or job titles (government agencies, for instance) you may need more room.

OUTSIDE BACK

PPC

NEWSLETTER
6 PAGE REFOLD FOR MAILING*
25.375" x 11" fold to 8.5" x 11 and refold to 5.5 x 8.5"

DETAILS -

6 page half fold with an additional fold for mailing at letter rates

Flat Size	25.375" x 11"
Final Size	8.5" x 5.5"
Pages	6
Panels	3

OUTSIDE FRONT



888 414 1777
PPCIS.COM

FIRST FOLD

SECOND FOLD

INSIDE LEFT

INSIDE CENTER

INSIDE RIGHT

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