

**OUTSIDE FACE OF POCKET FOLDER-SPREAD(BEFORE FOLDING AND GLUING)**

TRIM LINE

BACK COVER OF POCKET FOLDER

FRONT COVER OF POCKET FOLDER

GLUE TAB  
DO NOT PUT IMAGES OR TEXT  
IN THIS AREA

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**SAFE ZONE**  
DO NOT place important texts or images beyond the green dotted area to ensure that elements would not get cut.

**TRIM LINE**  
Blue dotted line is the actual cut of the final design.

**BLEED**  
Extend the background of your artwork to the edge of this template if you want your artwork to extend to the edge of your final prints. 1/8 inch bleed on each side is our requirement.

**BORDERS**  
If your artwork has borders. It's thickness should be at least 3/8" from the trim line in order to preserve the symmetry of your design.

**Print Template(OUTSIDE)**  
**Product: Presentation Folders**  
**Size: 9(W) x 12(H)**  
**Pockets: Both Sides**  
**Pocket Height: 4"**

**NOTE:**  
Use the applicable card slot option and orientation as reference, based on your order specifications.

BUSINESS CARD SLOT  
(PREVIEW)

BUSINESS CARD SLOT  
(PREVIEW)

INSIDE RIGHT POCKET

INSIDE LEFT POCKET

**NOTE THAT ALL DESIGN ELEMENTS IN THE POCKET AREA WILL ROTATE 180 DEGREES TO THE INSIDE FACE OF THE POCKET FOLDER  
IMAGES OR COLORED BACKGROUND AT TRIM LINE SHOULD COVER THE ENTIRE RED AREA FOR BLEED**