



1695 Industrial Way  
Sparks, Nevada 89431

Non-Profit  
Organization  
US Postage  
PAID  
PPC

FIRST FOLD



Address Area: This area should be left clear to accomodate 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.

SECOND FOLD



**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.

OUTSIDE BACK



NEWSLETTER

4 PAGE HALF FOLD\*

17” x 11” fold to 8.5” x 11”

<b>DETAILS -</b> 4 page half fold with an additional fold for mailing at letter rates	
Flat Size	17” x 11”
Final Size	8.5” x 5.5”
Pages	2
Panels	4

OUTSIDE FRONT



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SCORE AND FOLD 



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INSIDE FRONT

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