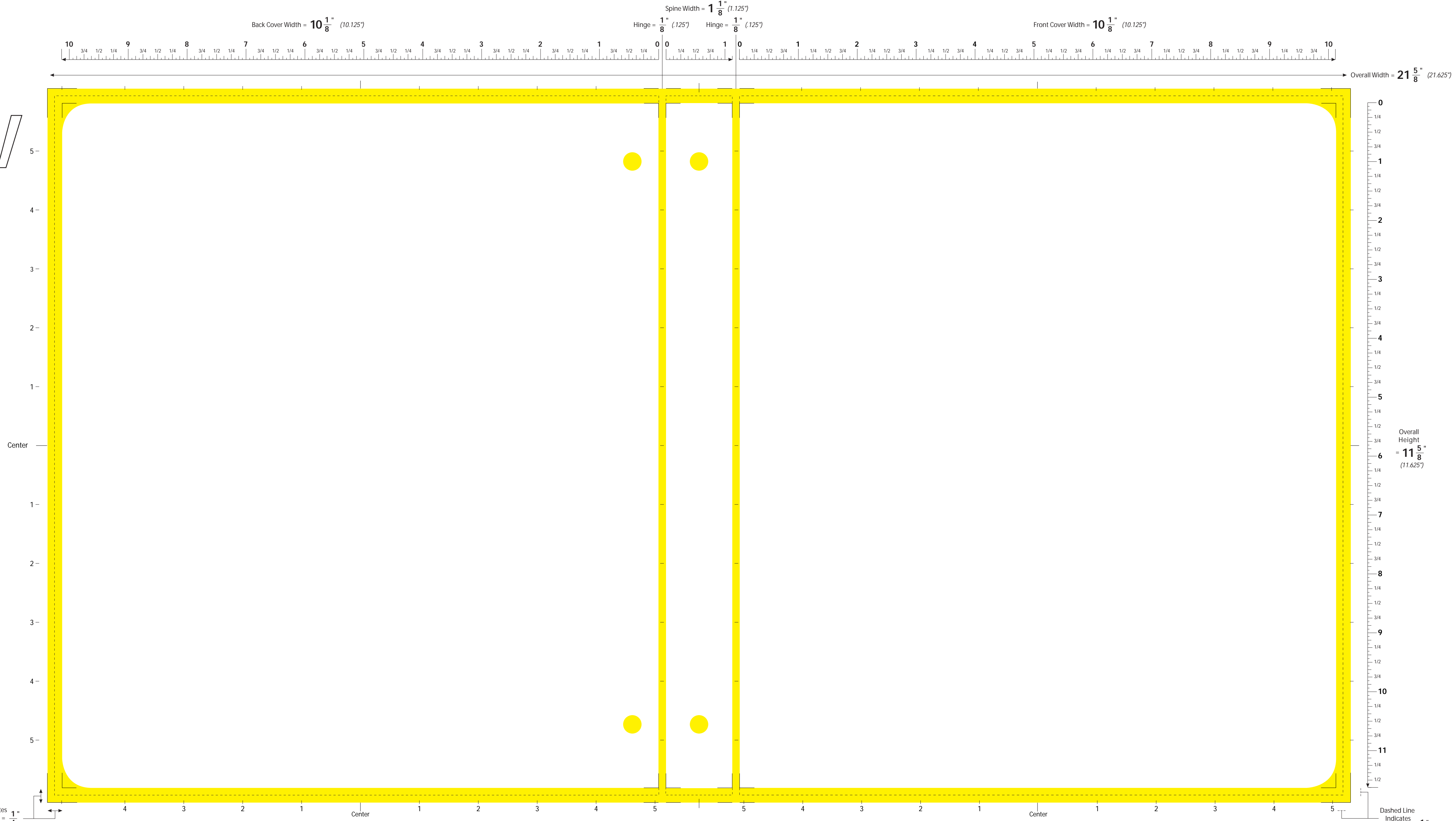


.75V

Page: 11" x 8.5" + .5"

Job #
Company Name
Ink Colors

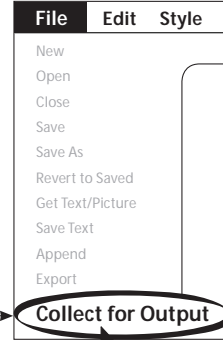


INSTRUCTIONS

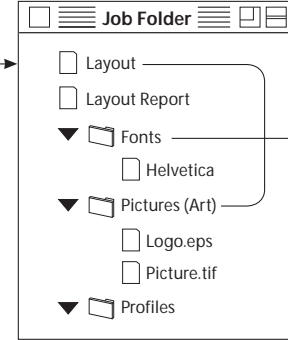
1. Position art & text in white areas on template & print color copy for salesperson. Yellow areas indicate tear seal, hinges & rivets (don't place art in hinges or over exposed rivets). Extend art bleeds 1/16" beyond dashed lines.



If using Quark Xpress



Finder



2. If using Quark Xpress' "Collect for Output" command to collect fonts & pictures (all art) used in layout. Turn folder arrows down and print copy of file directory window for salesperson. Review the following items with your salesperson:
 Template dimensions and material are correct. All fonts are in fonts folder.
 All art is in pictures folder and is either outline art format (.eps) or at least 300 dpi resolution (.tif, .jpg, etc.). Send in files on disk with prints. Or, e-mail.

.75" Vinyl Binder

Binder Size: 11.625" Tall x 21.625" Wide (flat)
Page Size: 11" Tall x 8.5" + .5" Wide

Dashed Line Indicates .125" Bleed = 1/8"