This template reflects the measurements and requirements to submit artwork for printing production. Please call us if you have any questions or special circumstances. This template is NOT TO SCALE.

**Document Set-Up**

**Outside of Brochure**

- **FOLDED IN PANEL**: 3.625”
- **BACK COVER**: 3.687”
- **FRONT COVER**: 3.687”

**Inside of Brochure**

- **INSIDE LEFT**: 3.687”
- **INSIDE MIDDLE**: 3.687”
- **INSIDE RIGHT**: 3.625”

*Note: The panel that folds in is slightly smaller in width to allow for the fold to lay smooth.*

Keeping text and objects at least 1/8” from the trim edge is a good rule, unless those items are to bleed off the edge.

When doing a Z-fold, each panel can be the same size.

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**Tri-Fold Brochure** 8.5” x 11” (Standard Barrel Fold)

1609 NW Boca Raton Blvd • Boca Raton, FL 33432 • 800.327.5770 • www.printnml.com