

# Saddle Stitched Booklet

*Finished Product Size: the Passport*  
*5.5"W x 8.5"H*

Your submitted file needs to be a "Print Ready PDF" Please make sure you have prepared to meet all these size and file specifications in this layout template. Also make sure you have flattened and/or reviewed your file we regard to colors and transparencies. Although we do Preflight files to assure the best print quality, this out content responsibility is the customers and if any alterations are required additional fees may apply

## FRONT COVER

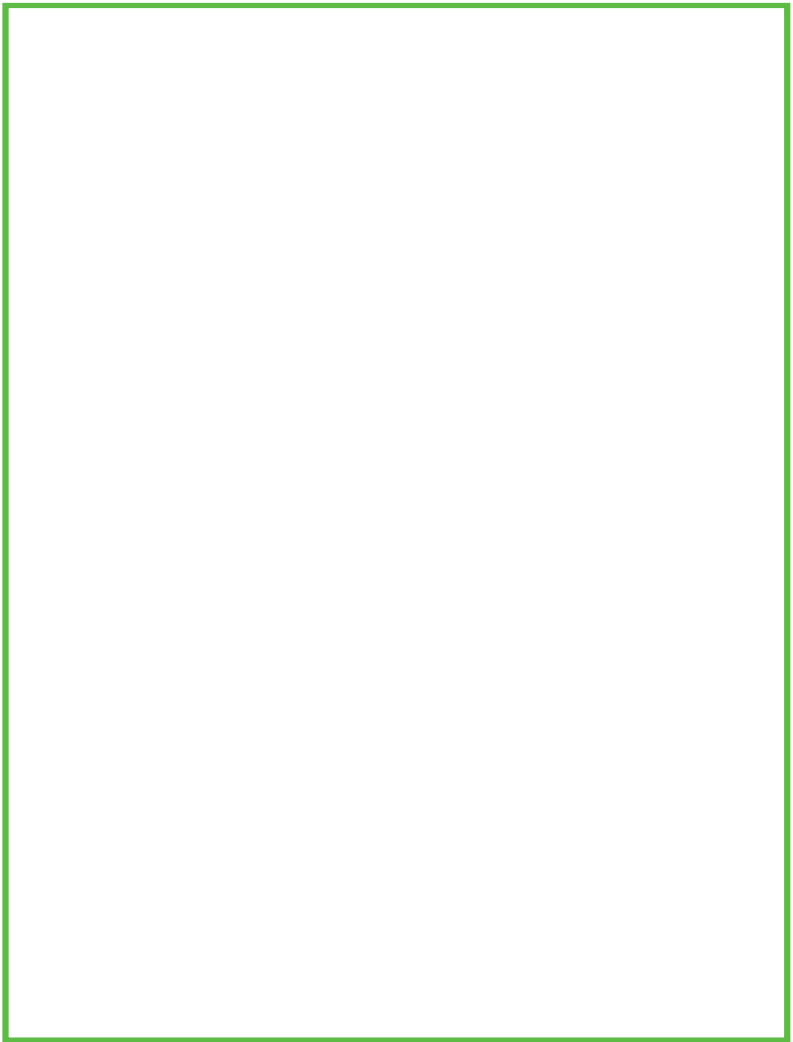
**BLEED:** Your file needs to include a 0.125" bleed necessary for production. Bleed is printing that goes beyond the edge of the sheet after trimming. If a bleed is not included in document setup, there is a good chance there will be a gap between the edge of the printed area and the cut line. This happens because there is a tolerance when cutting the printed piece.

**CUT LINE (FINISHED SIZE):** This is where your artwork will be trimmed.

**SAFE MARGIN:** Your file needs to include a 0.125"- 0.25" safe margin necessary for production. Safe margin is the area around the edge of the sheet. If the safe margin is not included in document setup, there is a chance that the art close to the edge will get cut off, due to machine shift during cutting. This happens because there is a tolerance when cutting the printed piece.

**PAGE COUNT:** All Saddle Stitch Booklets need to have a page count divisible by four necessary for production. Booklets also have page-count limits that include the front, inside front, inside back and back cover. If you choose cover weight stock for both the cover and interior pages, the maximum page count is 16. For 100# text weight stock for interior pages, the maximum page count is 48. With 80# text weight stock for interior pages, the maximum page count is 96. If your page count is higher than these limits, please consider a Spiral Coil, Wire Coil or Perfect Bound Booklet.

**INSIDE  
FRONT COVER**









**INSIDE  
BACK COVER**

**BACK COVER**