

**4-OUT PRINT-READY RACK CARD** PRINT SIZE 12"x18" (so document size is that too), TRIM SIZE 4"x9"

**MAKE SURE TO USE INCHES** Start the first Crop Mark on the left at 5/8" - this will ensure that your panels will come out centered on the sheet, critical for us to be able to auto-duplex your order. Center Top to Bottom as well.

**MATHEMATICAL STEP-N-REPEAT IS HIGHLY RECOMMENDED** -vs- EYEBALLING PLACEMENT THIS WILL ENSURE THAT BOTH THE FRONT AND BACKS WILL LINE UP AND THAT WE WILL BE ABLE TO ACCURATELY TRIM OUT YOUR ORDER ON OUR HYDRAULIC PAPER CUTTER (which we do in stacks)

For this Guide I first set up the far left panel, then used QuarkXpress' Super Step & Repeat, with my settings at: Repeat Count 3, Horizontal Offset 4.25" to get the other 3 in place, yet allowing for min. 1/8" Bleed Allowance for each Rack Card

THERE IS A NO-PRINT 1/4" MARGIN ON ALL 4 SIDES OF THE SHEET - MAKE SURE CROP MARKS START INSIDE OF THAT



YOUR **BACKGROUND DESIGN** MUST **BLEED** INTO THE **PINK AREA**

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PINK AREA WILL BE TRIMMED OFF

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**BLUE AREA**

**THIS IS YOUR 'SAFETY AREA'**

DON'T LET ANY OF YOUR IMPORTANT TEXT OR LOGO GO INTO THIS AREA. IT'S TO ENSURE NOTHING GETS CUT OFF WHILE CUTTING.

**BLUE AREA**

**THIS IS YOUR 'SAFETY AREA'**

DON'T LET ANY OF YOUR IMPORTANT TEXT OR LOGO GO INTO THIS AREA. IT'S TO ENSURE NOTHING GETS CUT OFF WHILE CUTTING.

**BLUE AREA**

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**BLACK CROP MARKS** MUST APPEAR AT EVERY TRIM LOCATION AND MUST BE NO LESS THEN 1/8" AWAY FROM TRIM EDGE (do NOT touch any of the art with your crop marks)

**TWO SIDED PRINT-READY FILE MUST BE SUBMITTED AS A 2-PAGE PDF** if you are unable to combine 2 PDFs into one, we can do that for your for a fee of \$15.00 (please allow extra time for us to schedule that in too, as this must be submitted to our Art Dept.)