created in QuarkXpress7 - can also accept QuarkXpress2015 (11.2.0.5) • always send fonts and PDF with

step and repeat is 4" to right... and 2.5" down, then 5.5" for the bottom half
bleeds must extend 1/4" beyond trim marks
text must be no closer then 1/8" from trim marks
save as PDF with fonts embedded before sending to us