

*Back Cover Top*  
2.75 x 4.5"

top message has to  
fit into this box

logo  
address  
photo  
phone numbers

dotted line indicates fold

*Back Cover Bottom*

6.75w x 4.5t"  
bottom message has to fit into this box

1/2" margin

1/4" margin

1/4" margin

### *Cover Page Masthead*

*6.75 x 1.5"*

Masthead has to fit into this box

1/4" margin

1/4" margin

*Cover Page  
Title Block  
2.25 x 7.75"*

Photo

Cover page size:  
8.5 x 11"

3/4" margin

-----  
This dotted line indicates the fold

1/2" margin

Black pre-printed border

Phone

Fax

email

Text area width  
4.875 x 7.75"

have to fit in this box

1/4" margin

1/2" margin