

PLEASE REMOVE THIS LAYER BEFORE SAVING YOUR FILE

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### SAFE ZONE

Do not place important texts or images beyond the dotted area to prevent trimming.

### TRIM

This is the actual cut of the final design.

### BLEED

Extend your artwork to the edge of this template if you want your design to extend to the edge of your final prints; we require 1/8" bleed.

### BORDER

Minimum border thickness is 3/8" from Bleed line.

C O L U M B I A   U N I V E R S I T Y

## PRINT SERVICES

Print Template

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Size: 3" x 8.5" (W x H)

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Side: Front (outside face)  
Back (inside face)

### Need help?

Speak with one of our Customer Service Representatives at 212-854-3323.