



## 6" x 9" Postcard Template

Image Size: 6.25" x 9.25"

Final Cut Size: 6" x 9"

### INSTRUCTIONS:

- Save as a 300 dpi High Res PDF and flatten all artwork.
- Make sure your image fills the entire document area, **INCLUDING THE BLEED AREA**. If your art has no bleeds you **MUST** still save your file size as **6.25" x 9.25"**.
- You must **HIDE OR DELETE ALL LAYERS** before saving your file or the layers may be printed in your finished product. **DO NOT INCLUDE** the address block or postal permit sample in your final artwork, they are shown for placement purposes only. You may put any images, colors or graphix in those areas but the address block and postal permit will print over them as an overlay.



**SAFE ZONE:** Make sure any text or sensitive information is contained in this area.



**CUT LINE:** This is where we cut your work.  
Final cut size is 6" x 9"



**BLEED AREA:** This area **WILL BE CUT OFF**. Anything (images, colors or graphix) that is to be printed to the edge of the final piece, must be extended fully into this area.

We are not responsible for reprinting your job if this or any instruction or template layer is included in your file, or if your file is not set up with the proper bleeds/safe zones.





## 6" x 9" Template - Middle Layout

Image Size: 6.25" x 9.25"

Final Cut Size: 6" x 9"

Permit  
Location

### Address Block Location

3.375" Wide x 1.5" High

2.93" From the left

3.0" From the top

