



**DELETE TEMPLATE LAYERS
BEFORE SAVING CUSTOM DESIGN**
*Change document size to 4" x 2.375"
for white background designs with NO
bleed ONLY and keep gray lines

Blue Outline: 2 x 4"

The art needs to be sent at this size
because we need .125" all around for
the bleed.

Black Outline:

Final Size of the ribbons will be 1.625" x 4"
straight cut all around

Red Outline: 0.75" x 3.5"

Text or anything that is not meant to
be cut off MUST remain within
the red outline.

KEEP THE CUT MARK!!!

If needed, change the color
of the mark so it is not close to any
other color in the design (the same or
similar color cannot appear above or below
the cut mark, the entire length of the ribbon.

Other Reminders:

- We are currently using CS6.
- Please make sure that all fonts
are **embedded or converted to shapes**.
- We prefer vector pdf files from Illustrator.
- If there are photos added to illustrator files
they must be embedded.
- Any photographed art or raster images
must be sent at 300 dpi.