

RIGHT  
POCKET

Grey box shows size of  
business card when inserted  
into cut slits.

BACK COVER

**A4 Portrait Folder / 4mm Capacity Outside**  
Fits A4 paper / Business card slits optional Flat Size: 578 x 372mm

Place your design within '**Artwork**' layer and delete '**Guide**' layer once finished.  
*Failure to remove guide layer will result in template printing over artwork design.*

**Please ensure:**

- Colour: CMYK (RGB will be converted)
- Fonts: Embedded or converted to outlines
- Image Resolution: 300dpi or higher
- Crop marks and 3mm bleed are included
- Accepted format: PDF (one file)

*Please upload one PDF including two copies of artwork - one with cutter guide visible and one without.*

**Business Card Slits**

Business card slits are included on all panels as standard. If slits are not required please ensure this finishing option is selected when ordering and Business Card Slits layer is removed when placing artwork.



**Finished Size** - This is the finished size of the product once cut.



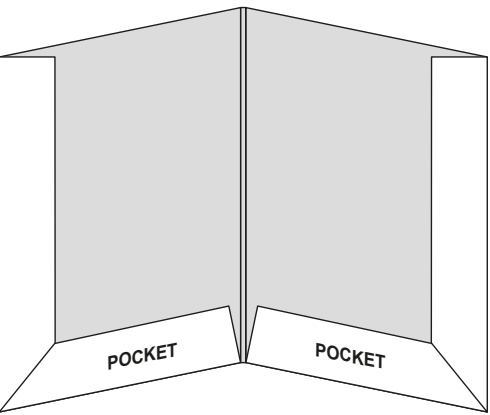
**Safe Area** - We recommend keeping text and images out of the grey area, remaining in white box.



**3mm Bleed** - Please extend your artwork into the bleed if you are using full colour or imagery in the background. Anything within this area will be removed once cut.



**Orientation** - Place artwork the same way up as text shown for orientation to be correct once assembled.



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FRONT COVER

LEFT  
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FLAP

FLAP

LEFT  
POCKET

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F4\_A4\_G4\_CEN

INSIDE  
LEFT  
POCKET

INSIDE  
RIGHT  
POCKET

INSIDE LEFT

INSIDE RIGHT

FLAP

FLAP

INSIDE  
LEFT  
POCKET

INSIDE  
RIGHT  
POCKET

F4\_A4\_G4\_CEN