

**Note: All basic fold styles have been included in this file. Please choose the two pages which best match your layout. You may then delete any unused pages if you prefer.**

## **12" x 9" Tri-Fold (letterfold) Brochure\***

(11.875" x 9" Actual Trim Size)  
(12.125" x 9.25" including .125" Bleed)

### **Front (outside)**

\* **Note: your document size should be set to 11.875" x 8.5" and the bleeds set to .125". Any artwork that touches the page edge must be extended outwards from that page edge by .125".**

# **Delete This Art Before Printing!**

**Text Safety Guide** →  
No text beyond this line.

**Trim Edge** →  
This is the actual cut line  
of the final trim size.

**.125" Bleed** →  
To ensure that ink coverage  
goes to the final trim size,  
extend any art, pictures, or  
other graphics .125" beyond  
the trim edge to this point.

**Outside  
Fold-In Panel**  
3.875"

**Outside  
Back Panel**  
4"

**Outside  
Front Panel**  
4"

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## **12" x 9" Tri-Fold (letterfold) Brochure\***

(11.875" x 9" Actual Trim Size)  
(12.125" x 9.25" including .125" Bleed)

### **Back (inside)**

\* **Note:** your document size should be set to 11.875" x 8.5" and the bleeds set to .125". Any artwork that touches the page edge must be extended outwards from that page edge by .125".

# **Delete This Art Before Printing!**

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of the final trim size.

**.125" Bleed** →  
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the trim edge to this point.

← Inside  
Left Panel  
4" →

← Inside  
Center Panel  
4" →

← Inside  
Right Panel  
3.875" →