

**198mm x 210mm
Folded Order of Service
Half Fold to 99mm x 210mm**

 **Bleed (3mm)**

The bleed area extends 3mm beyond the edge of your finished document. Colours and images must extend beyond the edge of the document to prevent unwanted white borders around the edge of your finished document. Note that this 'bleed' will be trimmed during the finishing process so ensure that no important details are set up to print in this area

 **Safe Area (5mm)**

It is recommended that your artwork is at least 5mm from the edge of the page if it is not meant to bleed off. Printed borders placed too close to the edge of a page may look uneven when the job is trimmed.

--- **Fold Line**

This is where your document will be folded. Please ensure all text is set at least 5mm from this line.

Important: Anything beyond the white dotted line will be trimmed off

