



Instructions For Memo Board EPS Template Set Up:

NOTE: EPS Templates are designed to be used with Adobe Illustrator software.

1. Art MUST fit within the margin and bleed parameters shown on template.
 - **Green line*** is inside margin. Leave 1/4 inch inside margin from the edges of the memo board on all sides for live art and 1/8 inch away from the pen loop (all pertinent information must fit within the inside margins).
 - **Pink line*** is bleed requirement. If you want the art to bleed (have imprint run off the edges of the memo board), give art an 1/8 inch outside margin on all sides.
 - **Gray line*** is where the memo board will be cut and shows the location of the pen loop. You may have art beneath the pen loop but it is advised to not place any pertinent information underneath the pen loop; please stay 1/8" from the pen loop for clearance.

**These lines are on a designated locked non-printing layer.*
2. All rasterized/bitmap images must be embedded, CMYK**, minimum 300 dpi.
3. Art Identification: Please type your PO number and quantity where indicated.
4. Convert all fonts to outlines (curves).
5. Do not remove the die, margin, bleed lines. Do not put any imprint information on the die/margin/bleed layer. Do not change the overall size parameters of the template. The template must stay 9.5x11 and in its original orientation with imprint in the center of the layout.
6. Please turn off the "Instructions Layer" before exporting or uploading file.
7. Upload template with your art placed with your Distributor Central Supplier Order.

The example shown here is for visual representation of the inside margin, cut line, and outside bleed margin. Please use the eps template file for the desired item you are ordering. Thanks.