



SPECIFICATIONS for Four Page Insert

4-PAGE INSERT

- **4 Single Pages** created to final Trim - 8 3/8" x 10 7/8", with additional 1/8" bleed all around. (Follow Carefully). Pages 2 and 3 may be created as a spread – Trim: 16-3/4 x 10-7/8 plus 1/8" on all sides for bleed.

- **Live matter:** Keep all text centered 3/8" from trim. Check photos that bleed for correct cropping—allow for trim.

- **Gutter:** 5/8" • Line screen: 150 line • Macintosh or IBM format. MAC preferred. Please specify all design software programs utilized on an accompanying cover page.

Important: Include ALL screen and printer fonts and logos. • Photographs: All photos placed in submitted page layouts should be 300 resolution CMYK (not RGB) images. They should be in either tiff or eps format.

- **Proofing:** Venture Publications will provide **one** digital proof per spread. Errors due to output problems will not be billed. **Sponsor changes after digital proof is pulled (i.e. typos, text revisions, photo swaps, etc.) or file layout errors by sponsor will be billed as an additional charge.**

BUSINESS REPLY CARD – may be used for reply card or as another surface for information.

- **Trim Size:** 6"w. x 4" h. - horizontal, 1 color, 2 sides • Send layout for front and back on CD or email. Address bar code should be in position, if used in your area. Check with your post office, they will supply you with a bar code to correspond with your zip code.

If used as a reply card, sponsor may have responder put stamp on card or sponsor may use their First Class Business Reply permit and pay for the return postage.

For questions – call Toni at 615-662-0236.