



OFFICIAL ENVELOPES WITH INSERTS

INSERT SPEC SHEET

MECHANICAL REQUIREMENTS

(WIDTH X HEIGHT)

Insert Trim Size	8.5" x 3.5"
<i>Insert With Bleed</i>	8.75" x 3.75"
<i>Insert Live Area</i>	7.75" x 2.75"

- Inserts are two-sided; provide artwork for both sides (separate files for each side).
- Indicate which layout is front and which is back.



ACCEPTED FILE FORMATS

Adobe Acrobat	.pdf/x-1a
Adobe Illustrator	.EPS

TECHNICAL GUIDELINES

- Save all art as high resolution (300 dpi) and four-color process CMYK.
- Outline ALL fonts or package the fonts along with your artwork.
- Document size must be the same as ad size. Full-page ad must have bleed (No crop/printer marks).
- Apply rich black (C: 40 M:20 Y:20 K:100) to large areas of black.

SUPPLYING ELECTRONIC MATERIALS

- Files can also be sent to Jason.Swancey@MilesPartnership.com.



SUPPLYING DIGITAL MATERIALS

Jason Swancey
Advertising & Data Manager

Jason.Swancey@MilesPartnership.com

Phone: 800-683-0010 ext. 2333 or 303-867-8232

13952 Denver West Pkwy., Suite 200, Lakewood, CO 80401