Memory Jogger™ Specifications Template

MEMORY JOGGER™
We remember the tools for you

If we are creating your Covers

Please send us your logo's etc in .eps, .jpeg. or .tiff format

- Text can be provided in an e-mail format

- Please provide a style guide if your company provides one

If you are creating your own Covers

Page Size:
Please set up each page as an individual page, not a spread

Width: 3.5″

Height: 5.5″

Margins:
All live material (book title, logo, or other important art) should fall within the margins (red Line)

Top: .25″

Bottom: .25″

Inside (Binding Edge): .5″

Outside: .3″

Bleeds:
Add .095″ bleed on all 4 sides regardless of whether the images bleeds off the edge

Cropmarks
Do Not include cropmarks

Finished size of Document
3.69″ x 5.69″
Supply files as a high resolution .pdf

Color:
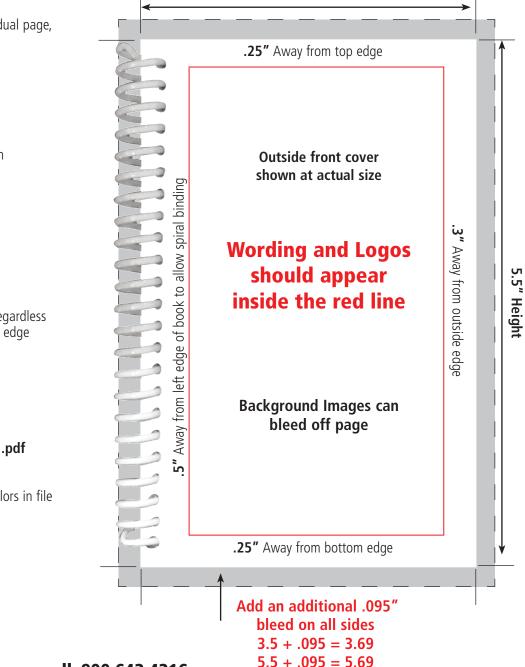Set up as 4 color process. Indicate colors in file and on proofs.

Trim:
Please allow for $1/8$″ trim variation

Font Size:
Optimally 8 point or larger

If you have questions please call: 800.643.4316 or email: service@goalqpc.com

We will be happy to answer any questions you may have

3.5″ Wide

.25″ Away from top edge

.5″ Away from left edge of book to allow spiral binding

Outside front cover shown at actual size

Wording and Logos should appear inside the red line

.3″ Away from outside edge

5.5″ Height

Background Images can bleed off page

.25″ Away from bottom edge

Add an additional .095″ bleed on all sides
3.5 + .095 = 3.69
5.5 + .095 = 5.69