

Trifold Brochures

Letter · Legal · Tabloid · File Specification Sheet

SPECIFICATION	REQUIREMENT
Available Flat Sizes	Letter: 11x8.5" · Legal: 14x8.5" · Tabloid: 17x11"
Folded Panel Sizes	Letter: 3.67x8.5" · Legal: 4.67x8.5" · Tabloid: 5.67x11"
Fold Type	Trifold (letter fold) — 3 equal panels
Stock Options	80# Gloss Text (standard) or 100# Gloss Text (premium)
Print Sides	1-sided (outside only) or 2-sided (outside + inside)
Minimum Resolution	300 DPI at flat print size
Bleed Required	0.125" on all 4 sides of the flat sheet
Safe Zone	Keep all text/logos 0.25" from finished edge and fold lines
Color Mode	CMYK - embed or convert all colors
Accepted File Formats	PDF preferred · AI, EPS also accepted
Minimum Quantity	25 brochures
Standard Turnaround	3-5 business days

IMPORTANT NOTES

- Set up your file FLAT at the full sheet size — do NOT set up as folded panels
- Divide the flat width into 3 equal panels for the fold guides (e.g. Letter: three 3.67" panels)
- Keep all critical content at least 0.25" away from fold lines — ink can crack at the fold on dark areas
- The cover panel is the rightmost panel when the sheet is laid flat (outside face)
- For 2-sided brochures, supply both sides in one PDF (page 1 = outside, page 2 = inside)
- Heavy ink coverage near fold lines can cause cracking — avoid very dark full-bleed panels at the fold

FILE SETUP GUIDELINES

- Set document to exact flat sheet size (e.g. 11x8.5" for Letter) with 0.125" bleed on all sides
- Add fold guide marks at the panel divisions — do not include in the print area
- Keep all critical text/logos at least 0.25" from finished edges AND fold lines
- Set color mode to CMYK and embed all fonts before exporting

- Export as high-quality PDF — page 1 = outside, page 2 = inside (for 2-sided)

Upload your artwork after ordering

hightail.com/u/preprint - Include your order number. Proof sent within 2-4 hours.

Preprint - 1937 Briarwood Court NE, Atlanta, GA 30329 - 404.874.0254 - info@preprint.net - preprint.net