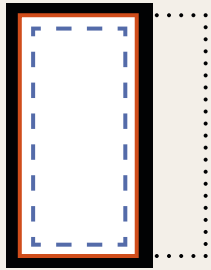


## Full page

**BLEED** 8.25" x 10.75"

**TRIM** 8" x 10.5"

**LIVE** 7.5" x 10"

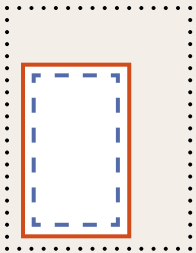


## 2/3 Vertical

**BLEED** 5.375" x 10.75"

**TRIM** 5.125" x 10.5"

**LIVE** 4.625" x 10"

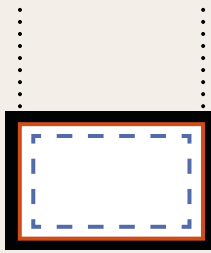


## 1/2 Vertical

**BLEED** None

**TRIM** 4.687" x 7.5"

**LIVE** 4.187" x 7"

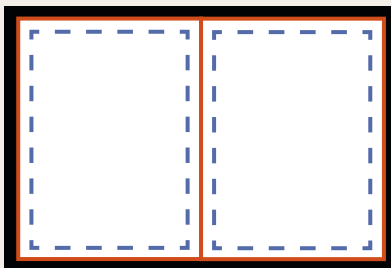


## 1/2 Horizontal

**BLEED** 8.25" x 5.375"

**TRIM** 8" x 5.125"

**LIVE** 7.5" x 4.625"



## 2 Page Spread

**BLEED** 16.25" x 10.75"

**TRIM** 16" x 10.5"

**LIVE** 7.5" x 10" (each page)

## Accepted File Formats:

- Press-ready PDF (PDF 1.3 or Acrobat 4) with all fonts embedded or supplied separately.
- Packaged Adobe InDesign or Quark Xpress documents with all images, links and fonts included.
- Layered Adobe Photoshop or Illustrator PDF, PSD or EPS files with all images, links and fonts included.

## Ad Templates:

Visit [OutreachMediaGroup.com/fulfillment.htm](http://OutreachMediaGroup.com/fulfillment.htm) to download ad templates.

## Art Retention Policy:

All ad materials will be stored for 12 months. After 12 months, materials will be destroyed (without notification to supplier), unless advised otherwise.

## Proofs:

We recommend providing a hard-copy color proof along with all digital files. Hard proofs are used as the basis for judging ad reproduction. We will only provide proofs to clients upon request and reserve the right to bill the client for services rendered.

## Ad Submission:

All layered files should be collected/packaged and uploaded in .ZIP or .SIT format.

### ONLINE

[ads.OutreachMediaGroup.com/ad\\_submission.asp](http://ads.OutreachMediaGroup.com/ad_submission.asp)

### MAIL

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Attn: Fulfillment Administrator

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