

# This template is for Custom Desk Calendars

## Document Size: 6 X 3.75”

Please Note: Desk calendars are bound with wire coil. Most often, there is a cover page and then each month on its own page, making it 13 pages.

### BINDING SAFE AREA

On wire coil bound calendars we need a minimum of .375” but prefer .5” distance away from the edge of sheet for the coil. Please do not put any important type or images in this area because it will be cut through for the coil.

The orange area is the bleed area. It overlaps the printed page by at least 1/8” on all sides. Your artwork should fill this area if you expect the printing to go all the way to the edge of your printed piece. In a calendar, it is only necessary to bleed to the outside edges.

The blue line marks the “safe area”. It is 1/8” inside the edge of your printed piece. Keep any wording or important parts of your artwork within this area to prevent it from being trimmed.

Do not put a box on the page to show the size of your calendar page. Instead, include crop marks on all four corners to show us where to cut your printed pages. Crop marks are only necessary if the printing on your pages bleeds to the edge of the sheet.

If you have artwork that bleeds to the edge of the printed sheet, then make the page size large enough to include crop marks and bleed, if your software does not do this for you. This is not necessary if there is no bleed.