

The diagram illustrates the layout of a horizontal foldover business card. It features a solid outer border and a dashed inner border. A vertical double-headed arrow on the left side indicates a height of 2 inches for the top panel. A horizontal dashed line across the middle represents the fold. To the right of this line, a vertical arrow points down to the fold line, labeled 'Gutter', with a note that the gutter area should allow a tolerance of 1/8 inch (.125) on each side of the fold. Below the fold line, the dimensions '3-1/2" x 4"' are shown. On the left side, three horizontal arrows point inward from the dashed border, labeled 'Bleed Margin (3.75" x 4.25")', 'Cut Line (3.5" x 4")', and 'Text Margin (3.25" x 3.75")'. The text 'REMOVE ALL GUIDES BEFORE SUBMITTING ORDER' is located at the bottom of the diagram.

Panel Dimension (2")

**Inside Top**

Fold

Gutter

Gutter area should allow a tolerance of 1/8 " (.125) on each side of the fold.

**3-1/2" x 4"**

**Horizontal Foldover Business Card**

**Inside Bottom**

Bleed Margin (3.75" x 4.25")

Cut Line (3.5" x 4")

Text Margin (3.25" x 3.75")

**REMOVE ALL GUIDES BEFORE SUBMITTING ORDER**

**Back**

Fold

Gutter

Gutter area should allow a tolerance of 1/8" (.125) on each side of the fold.

**3-1/2" x 4"**

**Horizontal Foldover Business Card**

**Front**

Bleed Margin (3.75" x 4.25")

Cut Line (3.5" x 4")

Text Margin (3.25" x 3.75")

**REMOVE ALL GUIDES BEFORE SUBMITTING ORDER**