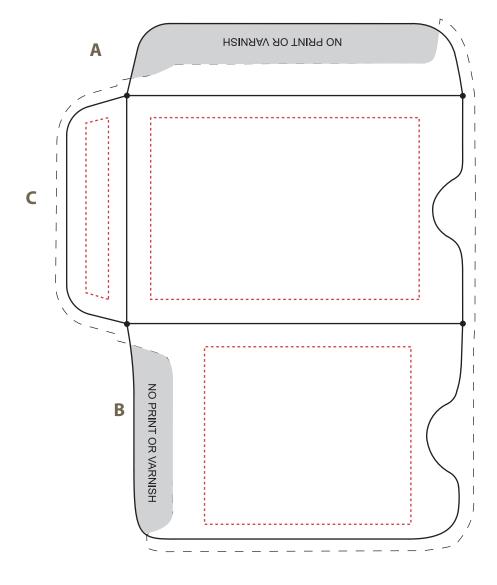
### SHEPPARD ENVELOPE MFG CO

### BECAUSE QUALITY AND SERVICE MATTER



sheppardenvelope.com - 800 325 6622 - [fax] 508 754 3108 - sales@sheppardenvelope.com - Hours M-F 8-5 EST

# Hotel Key Card Sleeve Customer Template FOR LEVEL 4 OR 5 PRINTING



## Product Dimensions: 2-3/8" x 3-1/2"

#### How to use this template

Using Adobe Illustrator would work best, however, you may use any variety of graphics editing or desktop publishing software with this template as long as the program can:

- 1. Create vector outlines for any text elements (avoids font conflicts), or format the text as 1200 dpi black and white bitmap TIFF line art.
- 2. Generate a PDF containing high resolution or vector-based images/graphics
- 3. Specify PANTONE MATCHING SYSTEM spot color applied to images/graphics where applicable.

Place/import template into your editing program and use layers mode where available. Always keep template as base layer or, if no layer mode, behind your artwork.

When saving PDF, use no downsampling or compression for any raster images you may be using and check off the box that reads Preserve Illustrator's Editing Capabilities.

**IMPORTANT:** Keep live matter at least 3/16" from any fold or trim line.

When you have your artwork in place, please cut out the unfolded template along the solid line.

Then fold A first, B next, and C last, using the black dots as guides with each fold. This will show how your artwork will appear when sleeve is folded.

Match against your sample (if available).