

Use this template if your artwork does not have bleeds.
Must have a .25 inside margin. Finished size is 8.5x11.

Green line denotes Inside Margin
Gray line denotes Cut

To _____

Date _____ Time _____

WHILE YOU WERE OUT

M _____

of _____

Phone _____

TELEPHONED		PLEASE CALL	
CAME TO SEE YOU		WILL CALL AGAIN	
WANTS TO SEE YOU		URGENT	
RETURNED YOUR CALL			

Message _____
