



Promotional Products  
Artwork Template

Post-it® Note Pad — Big Pad — 15-3/4" x 15-3/4"

GENERAL INSTRUCTIONS

1. Please give us your name and any known order details in the box above/left.
2. Create or locate your artwork in the top layer. Note: some other layers are non-printing layers and will not appear on any proofs you print.  
TIP: Hide/show the non-printing layers as needed during layout work; please do not delete the non-printing layers prior to saving file.
3. All guides and dimensions shown here are at 100%.
4. Convert text to graphics (create outlines), even if fonts used are Adobe Postscript Type 1 fonts.  
TIP: Keep a record of all fonts used. Because converted text is no longer editable as type, you may need your fonts for future revisions.
5. If any bitmap images are placed in this file, resulting in a "metafile" please do not modify the placed bitmap here. Also, be sure to "link" the file rather than parse (rasterize) it into this file, and also send the bitmap file together with this file.
6. Do NOT perform any trapping.
7. Please save your completed file as an Illustrator Native File (.ai).
8. Please give your completed file a name that helps us identify it (Examples: "Pepsicube.ai" or "PO#123.ai" ... not "notepads.pdf" or "Untitled").



RESTRICTIONS

- Keep text at or above 4 pt., and not too thin.
- TM and © — minimum of 3 pt.
- Line thickness — minimum of .3 pt.
- No restrictions on heavy ink coverage over the adhesive areas

1 LAYOUT GUIDE FOR ARTWORK ON  
Note Pad

Adhesive Areas

Beneath each sheet are several adhesive strips, as shown in this layout.

Finished Cut Size:  
(denoted by blue dashed lines)  
15.75" x 15.75"

Approx. Imprint Area:  
(denoted by black dotted lines)  
15.375" x 15.375"

1/4" Bleed Areas  
Subject to limitations for printing and registration. Please inquire if necessary.

