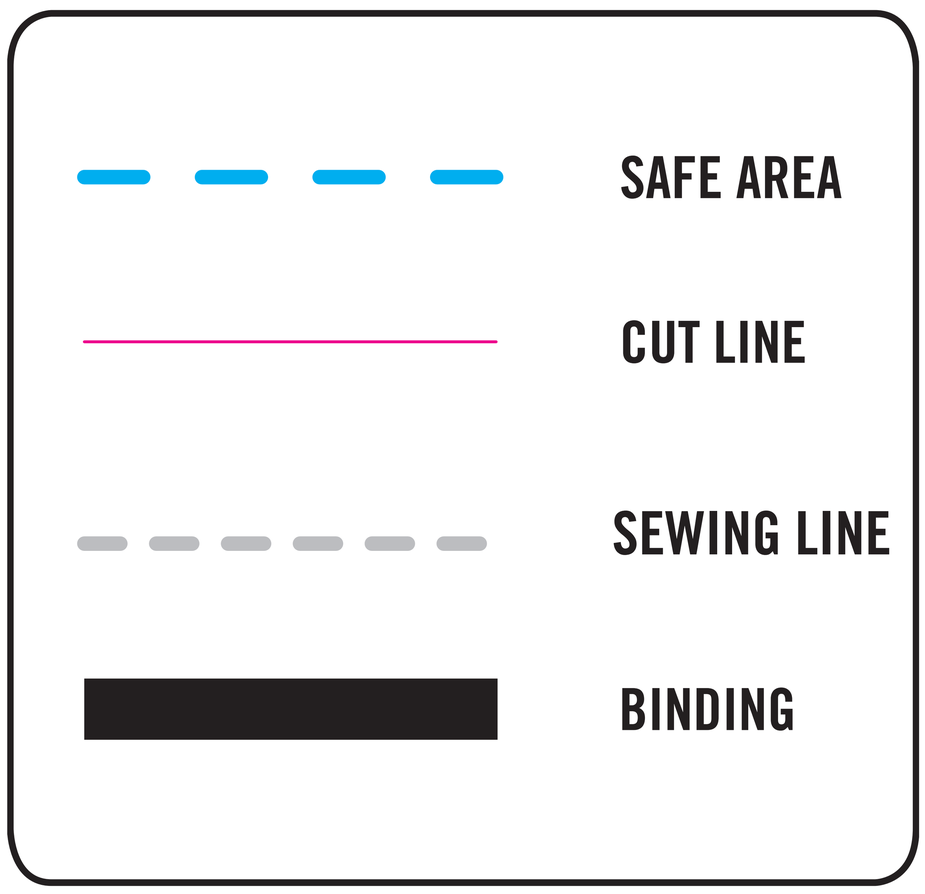
**When editing:**

- Do not modify document size or guides.
- Use “Place Artwork Here” layer for your artwork.
- Add +5mm. bleed all around cut line.
- Keep artwork separate from guides or any non-printing objects.
- Embed any link if you use them.
- Do not use Spot colours (like Pantone). Use CMYK reference instead.
- Outline all texts before saving.

**When saving:**

- Preserve Illustrator editing capabilities.
- Create Acrobat Layers from Top-Level layers.