

2-Page Cover Tip Specifications

Publications

Meetings Focus West
Meetings Focus South
Meetings Focus East
Meetings Focus MidAmerica

Publication Specifications

Trim size: 8 1/8" x 10 7/8"

Live area: 7 1/8" x 10"

Cover Tip Specifications

Full page cover tips need to have the Meetings Focus logo and address label space. Please contact the Production Manager at Meetings Focus to acquire a template. Cover tips must arrive to the printer already trimmed to size.

Samples

Samples of the cover tip need to be sent to the Production Dept. at Meetings Focus two weeks before final inserts are sent to the Printer to approve stock and weight. If the insert is not ready by then, client can send actual paper sample cut to size and email PDF of artwork. Please do not fax samples.

Send samples to:

Meetings Focus

Candy Holub
615 5th St., S.E.
Cedar Rapids, IA 52401

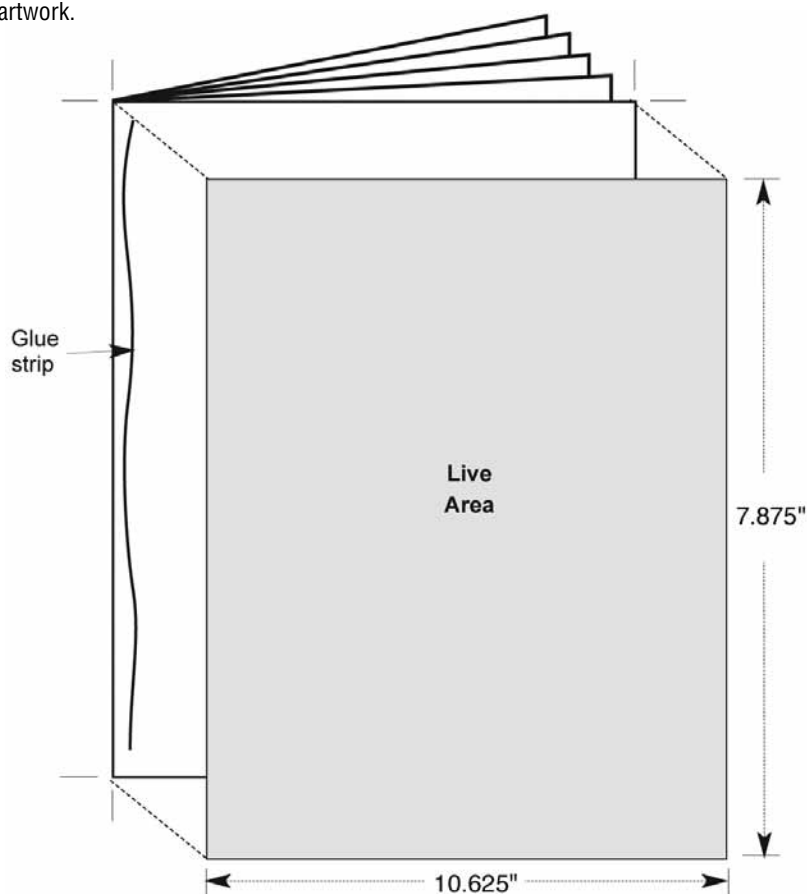
Production Contact

production@meetingsfocus.com
p. 319.364.6167 **f.** 319.364.4278

Shipping Address

Quad Graphics

Attn: Linda Janssen
660 Mayhew Lake Road N.E.
St. Cloud, MN 56304
p. 320.654.2430



Meetings Focus[®]
east midamerica south west live

615 5th St. S.E.
Cedar Rapids, IA 52401
p. 319.364.6167 **f.** 319.364.4278
www.meetingsfocus.com