

Letterhead Guide

File Dimensions: 8.75" x 11.25"

Trimmed Dimensions: 8.50" x 11.00"

Red areas are the Bleed

This area will be trimmed off, graphics and images should extend into this area.

We recommend no borders around this area due to shifting in the cutting process.

Yellow areas are the Safe Zone

When trimming or folding, the blade may land in this area.

Please make sure all text and important graphics are not in this area.

When finished, delete this layer, flatten artwork and save as a high resolution pdf.