

# A4 Letterhead

## Portrait

210mm x 297mm

Remember to delete or hide this layer.



### ■ Bleed Area

Anything here will be trimmed off, but remember to extend any colouring or images into this 3mm bleed area to avoid white lines appearing during the print finishing stages.

### □ □ Safe Area

Keep all your information inside the white area. Remember to use high resolution images (300dpi) for the best results.

### ■ Trim

Your job will be cut on the solid black line, any images or text placed in the 3mm area may be trimmed off incorrectly.