



A4 Letterhead

BLUE = Bleed (303mm x 216mm)

Your background image, colour, texture etc needs to go all the way up to this line.

PINK = Trim (297mm x 210mm)

This is where your letterhead will be trimmed to.

Failure to 'bleed' passed this line may result in a white border when cut down.

YELLOW = Margin (291mm x 204mm)

You need to keep your text, logos and anything you don't want getting trimmed off inside this mark. Keeping within the margin, you can get a better visual idea should there be any movements when being trimmed.

NOTE-

**All artwork must be sent in PDF format, CMYK,
images minimum of 300dpi.**

All fonts outlined/embedded