

Letterhead Template

SAFE

DO NOT place important text or images beyond the green border to avoid trimming.

Anything left outside of the green box may be cut off during trimming.

TRIM

This is the actual cut of the final design.

BLEED ZONE

Bleed zone 0.25 inch from the top, bottom, right, and left sides:
Please make sure to extend the background images or colors all the way to the edge of the black outline.

Please save artwork without any of the guide frames showing.

Final Size: 8.5" x 11" (W x H)

Size with Bleeds: 8.75" x 11.25" (W x H)