

A4 Letterhead

Portrait

210mm x 297mm

Remember to delete or hide this layer.

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■ **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.

■ **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.

[] **Safe Area**

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