

Letterhead A4

210 x 297mm

Place your design within '**Artwork**' layer and **delete** '**Guide**' layer once finished.

Failure to remove guide layer will result in template printing over artwork design.

Please ensure:

- Colour: CMYK (RGB will be converted)
- Fonts: Embedded or converted to outlines
- Image Resolution: 300dpi or higher
- Crop marks and 3mm bleed are included
- Accepted format: PDF (one file)



Finished Size - This is the finished size of the product once trimmed.



Safe Area - We recommend keeping text and images out of the grey area, remaining in white box.



3mm Bleed - Please extend your artwork into the bleed if you are using full colour or imagery in the background. Anything within this area will be removed once trimmed.