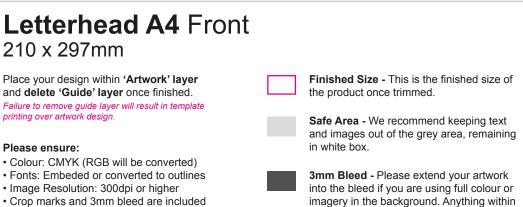
Letterhead A4 Front 210 x 297mm

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)
- Image Resolution: 300dpi or higher
- Accepted format: PDF (one file)



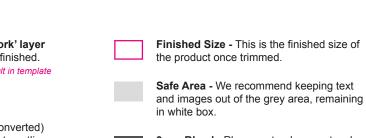
imagery in the background. Anything within this area will be removed once trimmed.

Letterhead A4 Back 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: Embedde or converted to outlines
- Image Resolution: 300dpi or higher
- Crop marks and 3mm bleed are included
- Accepted format: PDF (one file)



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.

KEEP IMPORTANT TEXT AND IMAGES OUTSIDE OF THIS ARE

3MM BLEED (THIS AREA WILL BE REMOVED)