

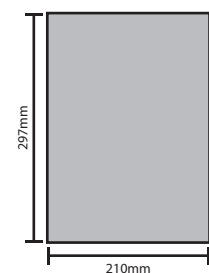
LETTERHEADS TEMPLATE

Paper types available

- Matt
- Premium Matt

Paper weights available

- 120gsm
- 140gsm
- 180gsm
- 200gsm



BLEED AREA

The bleed area extends out 3mm from the edge of your finished artwork. All images or colours that are required to print to the edge of the document should be extended to avoid the chance of any white lines during the print finishing process.



SAFETY AREA

Avoid putting any text or important information 3mm from the edge of the document as content placed within this area will run very close to the edge and maybe cut off during the print finishing process.



TRIM AREA

This is the finished size of your document. Anything placed outside this area will be trimmed off during the print finishing process.

HOW TO CREATE YOUR PRINT READY PDF

Please use the following instructions to create your PDF.

File > Export
Format > Adobe PDF >
Adobes PDF Preset > PDF/X-1a:2001 >
Marks and Bleed >
Select "crop marks"
Set all "bleeds" to 3mm

