Letterhead-A4

SAFE
DO NOT place important text or images beyond the blue border area to prevent trimming.

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

TRIM
This is the actual cut of the final design.

BLEED ZONE 0.25 inch from left, right, top and bottom side:
Make sure to extend the background images or colours all the way to the edge of the black outline.

Please save your artwork without blue, purple, gray and black frames

Final Size : 8.25" x 11.67 " (W x H)
Size with Bleeds : 8.5 " x 11.92 " (W x H)