

A4 Letterhead Single Sided

■ Bleed Area

Anything here will be trimmed off.
Remember to extend any colouring or
images into this 3mm bleed area.

□ Trim

Your artwork will be cut on the solid
magenta line. Any images or text
placed outside this area will be
trimmed off.

■ Safe Area

Keep all your vital information inside
the light blue area to avoid potential
trimming issues.

**Remember to delete or hide
this layer.**