

Letterhead 8.5"x11"

- Safe Area Size 8.25"x 10.75"
- - - - - Trim Size 8.5"x11"
- _____ Bleed Size 8.75"x 11.25"
- Fold Line

All images should be 300 dpi
All text should be 1/8" from the Trim Line
All images near the trim should extend 1/8" for bleed