

Letterhead

Finished Size: 8.5" x 11"

Bleed Size: 8.75" x 11.25"

Please allow 1/8" or 0.125" cutting tolerance all around.

SAFE ZONE

All critical elements (text, images, graphics, logos, etc.) must be kept inside the green box.

Keep all elements away from the green line.

FINISH ZONE

Please allow 1/8" or 0.125" cutting tolerance all around. We do not recommend having borders due to shifting in the cutting process, which may cause borders to appear uneven.

BLEED ZONE

Make sure to extend the background images or colors all the way to the edge of the blue line.

1/8" or 0.125" bleed on each side is our requirement.

IMPORTANT

Please remove or hide our guidelines/instructions before saving your files, or else they will be printed.

All text should be converted to outline.

Agent print is not responsible for guides layer left in customer's document