

A4 Letterhead Portrait

210mm x 297mm



Bleed (3mm)

Bleed is print that goes beyond the edge of where the sheet will be trimmed. In other words, the bleed is the area to be trimmed off. Any images or colours must travel across the black line to prevent white borders around the finished artwork size.

Safe Zone (5mm)

A safe zone is a clear area around your print job, it shouldn't contain anything important such as text, images or logos. Anything too close will look uneven after the trimming process.

Important: Any printed matter that extends the black dotted line will be trimmed off.