

# Letterhead-A4

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## 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.**

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## TRIM

This is the actual cut of the final design.

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## 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)