

# Letterhead A5

148 x 210mm

Place your design within '**Artwork**' layer and **delete 'Guide' layer** once finished.

*Failure to remove guide layer will result in template printing over artwork design.*

**Please ensure:**

- Colour: CMYK (RGB will be converted)
- Fonts: Embedded or converted to outlines
- Image Resolution: 300dpi or higher
- Crop marks and 3mm bleed are included
- Accepted format: PDF (one file)



**Finished Size** - This is the finished size of the product once trimmed.



**Safe Area** - We recommend keeping text and images out of the grey area, remaining in white box.



**3mm Bleed** - Please extend your artwork into the bleed if you are using full colour or imagery in the background. Anything within this area will be removed once trimmed.

KEEP IMPORTANT TEXT AND IMAGES OUTSIDE OF THIS AREA

3MM BLEED (THIS AREA WILL BE REMOVED)