

Printed Envelopes

supplying guide for printed envelopes



Printed Envelope Checklist

- ✓ Artwork is 300dpi
- ✓ CMYK Colour profile
- ✓ All fonts embedded
- ✓ Artwork correct size

Any background colours must extend over the bleed!

If selecting the window option, make sure there is no text around or near the window!

Bleed (3mm)

The bleed area extends 3mm beyond the edge of your finished document. Colours and images must extend beyond the edge of the document to prevent unwanted white borders around the edge of your finished document. Note that this 'bleed' will be trimmed during the finishing process so ensure that no important details are set up to print in this area.

Safe Area (5mm)

It is recommended that your artwork is at least 5mm from the edge of the page if it is not meant to bleed off. Printed borders placed too close to the edge of a page may look uneven when the job is trimmed.

Need more help?

We have a range of templates for you to choose from!
You can find them at the bottom of each product page.