

# Letterheads

supplying guide for letterheads



## Letterheads Checklist

- ✓ Artwork is 300dpi
- ✓ CMYK Colour profile
- ✓ All fonts embedded
- ✓ Small text is set to a minimum of 6pt

Any background colours must extend over the bleed!

### **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 (3mm)**

It is recommended that your artwork is at least 3mm 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.