

# A4

## Standard Letterhead

Actual Size: 210mm x 297mm

With bleed: 216mm x 303mm



### Bleed Area

Anything in this area will be cut off.

Extend artwork to avoid white edges when trimmed to size!



### Trim Line

Your finished product will be trimmed to this size!



### Safe Area

For the best results, keep main content within this area!



Please delete the guidelines before submitting your design to print.