A4 LETTERHEAD: PAGE

Trim 210 x 297mm. Bleed 3mm. Safe area 3mm.

A4 letterhead: artwork template

Finished (trim) size 210 x 297mm. Artwork page size with bleed 216 x 303mm.

What the guides mean

- Red outer line and pale tint: the bleed edge, 3mm outside the trim.
- Blue solid line: the trim, where your job is cut.
- Green dotted line: the safe area, 3mm inside the trim.

How to use it

1. Make your artwork at 216 x 303mm, which is the trim size plus 3mm bleed on every side.
2. Run backgrounds, colours and photos out to the red bleed edge, so there is no white edge after cutting.
3. Keep all text and logos inside the green dotted safe area.
4. Take these guides and this instruction page off before you export. Do not upload this template.
5. Best: export a PDF (up to 50MB), in CMYK if your software can, with all fonts embedded.
6. Or send a JPEG or PNG at 300dpi, at the full artwork page size above. These are flat images, so check every word is sharp before you send it.

This page and the coloured guides are for working over only. They do not print. Smith Bros Printers checks every file before anything is printed.