

8.5" x 11" letterhead

Please make sure that you open or import template files at 300 DPI.

If your final product requires printing to the edge after trimming, you **must** extend your artwork to the **red** boundary box for proper bleed. Anything in the **red** shaded area will be trimmed off.

Your text should be 1/8" inside the **cut line** on each side, represented by the **blue** safety box.

Delete This Layer

You **MUST** delete this layer or it will be printed in your finished product.

bleed 

Artwork that reaches the cutline needs to extend to the edge of the **red line**.

cut line 

This is where your artwork will be trimmed.
(Finished size ordered)

safety 

All text must be kept within the **blue line**

Please delete this guideline before submitting your design to print.