



Letterhead template A4 (210mm x 297mm)



Safe Area: 197.3mm x 284.3mm

Keep all the important parts of your designs (text, logo, icon etc.) within



Trim Line: 210mm x 297mm

This is where the artwork will be trimmed.



Bleed Area: 222.7mm x 309.7mm

If your background extends to the edge of the trim line, extend it to the outer edge of the bleed area so you don't have white edges when it's trimmed.