A4 LETTERHEAD TEMPLATE 210 X 297_{MM}

Safe Zone — — — —

Text and other important information should be place inside the safe zone indicated by the dashed green line.

Bleed Line — — —

This is the line where we cut to give you an edge to edge finish.

Colours

CMYK colour mode should be used for your artwork and for all imported images.

Your artwork layer

Create your artwork on the layer called **Your Artwork**. The **Template Layer** will not print so there's no need to delete this from your finished work.

