



# Letterhead

## 8.5x11

← Bleed Margin (8.75" x 11.25")

← Cut Line (8.5" x 11")

← Text Margin (8" x 10.5")

Bleed Margin (8.75" x 11.25")

Design elements should extend 1/8" (.125") beyond the finished size of the document to insure printing to the edge.

Cut Line (8.5" x 11")

Trim area should allow for a mechanical tolerance of 1/4" (.25") from the text margin to bleed margin.

Text Margin (8" x 10.5")

Essential text and design elements should be positioned within the text margin of 1/4" (.25").

**REMOVE ALL GUIDES BEFORE SUBMITTING ORDER**