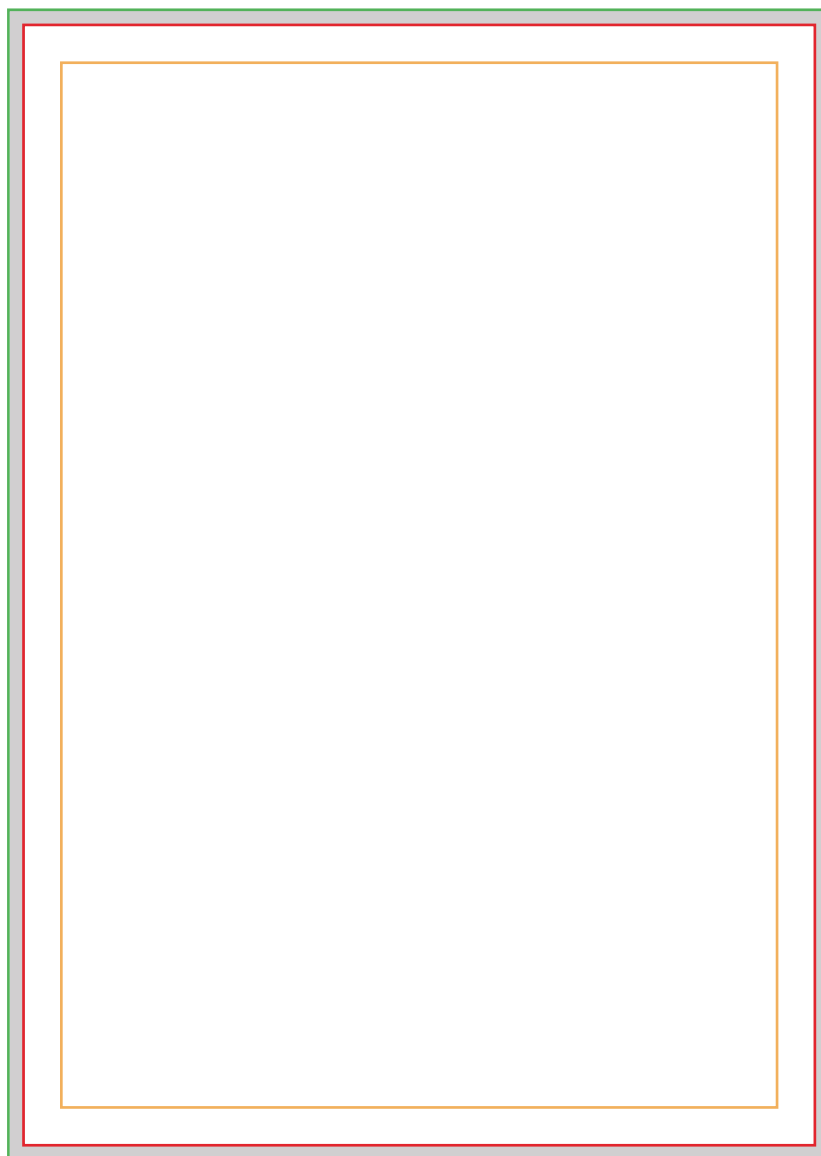


## Letterheads



Finished Size

Bleed Size add 2mm each side

Safe Zone 5mm inside finished size

Size	Finished Size	Bleed Size	Safe Zone
DL	210mm x 99mm	214mm x 103mm	200mm x 89mm
A4	297mm x 210mm	301mm x 214mm	287mm x 200mm

### **PLEASE ENSURE...**

- Artwork is correctly sized with the required amounts of bleed
- All colours are CMYK or Greyscale (no RGB or Spot colours)
- All fonts are embedded or converted to curves
- All transparency effects have been flattened
- There are no low resolution images
- PDF files are version 1.5 or less

We recommend borders and type are kept within the Safe Zone, as variations of up to 1mm in each direction can occur when trimming.

Artwork not meeting these specifications may produce unwanted results or cause delays in production due to new artwork being required.

We do not correct, modify or proof read your artwork.  
All files are printed as supplied to us.

***Preferred format for all Business Cards is  
600 - 800 dpi CMYK or Greyscale flattened tiff files.***