



# Letterhead A4

## 210mm x 297mm

Remember to delete or hide this layer.

**Trim**

Your job will be cut on the solid black line, any images or text placed beyond this area will be trimmed off.

**Bleed Area**

Anything here will be trimmed off, but remember to let background colours and images flow through and to the end of this area to ensure you don't have white borders.

**Safe Area**

Keep all your information inside the white area. But let background colours and images go beyond this so you don't have white borders