

## 8.5" x 11" Letterhead\*

(8.75" x 11.25" including .125" Bleed)

\* Note: your document size should be set to 8.5" x 11" and the bleeds set to .125". Any artwork that touches the page edge must be extended outwards from that page edge by .125".

# Delete This Art Before Printing!

**Text Safety Guide** →

No text beyond this line.

**Trim Edge** →

This is the actual cut line  
of the final trim size.

**.125" Bleed** →

To ensure that ink coverage  
goes to the final trim size,  
extend any art, pictures, or  
other graphics .125" beyond  
the trim edge to this point.