

# Letterhead 8.5" x 11"



## **Bleed Area 8.75" x 11.25"**

The bleed area is an extended section beyond your print area that allows for a margin of error when printing and cutting. If you want color or photos to print clear to the end of your page and not have a white border, you will need ensure that they extend completely into the bleed area.



## **Trim Area 8.5" x 11"**

The trim size is the final size of your printed piece. The trim line designates where we will cut the printed piece. Anything outside of this area will not be on the final printed piece.



## **Safe Area 8.25" x 10.75"**

The safe area is where you want all of your important content on your printed piece. Anything that you don't want to get cut off, such as text, should be inside of the safe area.