SAFETY ZONE (.125 inch)

DO NOT place important text or images beyond the dotted area to prevent trimming.

TRIM

This is the actual cut of the final design.

BLEED (.125 inch)

Extend your artwork to the edge of this template if you want your design to extend to the edge of the final print. We require a 1/8 inch (.125) bleed.

RUSHPRINTNYC.COM

LETTERHEAD PRINT TEMPLATE

PRINT TEMPLATE

Size 8.5in. x 11in. (WxH)

SENDING FILE CHECKLIST

When Sending Artwork.

- ☐ Fonts have been outlined
- ☐ All images are high quality embeded in the file
- ☐ Saving pdf Select - (Marks and Bleeds)
- ☐ Then click - (Trim Marks)
- ☐ Then click - (Use Document Bleed Settings - .125in)

WARNING: IMAGES AND TEXT INSIDE THE YELLOW AREA WILL BE TOO CLOSE TO THE TRIM LINE AND MIGHT GET TRIMMED OFF

WARNING: IMAGES AND TEXTS IN THIS SHADED AREA WILL BE TRIMMED

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