



Please provide crop marks with submitted artwork



Trim Lines

Trim Zone 5/16"

# 8.5"x11" Letterhead Template

**SAFETY ZONE.**  
All important text and images should be kept inside this safety zone.

**TRIM ZONE.**  
No important text or images should be placed within this trim zone. There is the danger of them being partially cut off during the cutting process.

**BLEED ZONE.**  
Be sure to extend any background color/image to the outermost edge of this bleed zone. The bleed zone will be trimmed off during the cutting process.

Trim Zone 5/16"



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Remove all template artwork before submitting artwork or they will print on your final product.  
*Print & Copy Factory is not responsible for printed guide lines.*

Trim Zone 5/16"

Bleed 1/4"

Bleed 1/4"

