

# Letterhead 8.5" x 11"

**Bleeds 8.75" x 11.25"**

Extend the background images or colors all the way to the edge of the red dotted line.

**ANYTHING LEFT IN THE YELLOW AREA MAY BE CUT OFF DURING TRIMMING!**

**Safe Area 8" x 10.5"**

Keep all important elements inside the green box -  
text, images, graphic elements, logos, etc.

**Final Trim Size 8.5" x 11"**

