

Letterhead:

8.5" x 11"

Notes:

Check size

Check bleed, add if not enough

Check safe area, warn if in safe zone

Trim size:..... 8.5" x 11"

Bleed area:..... .125"

Safe area:..... .125"

Production file:

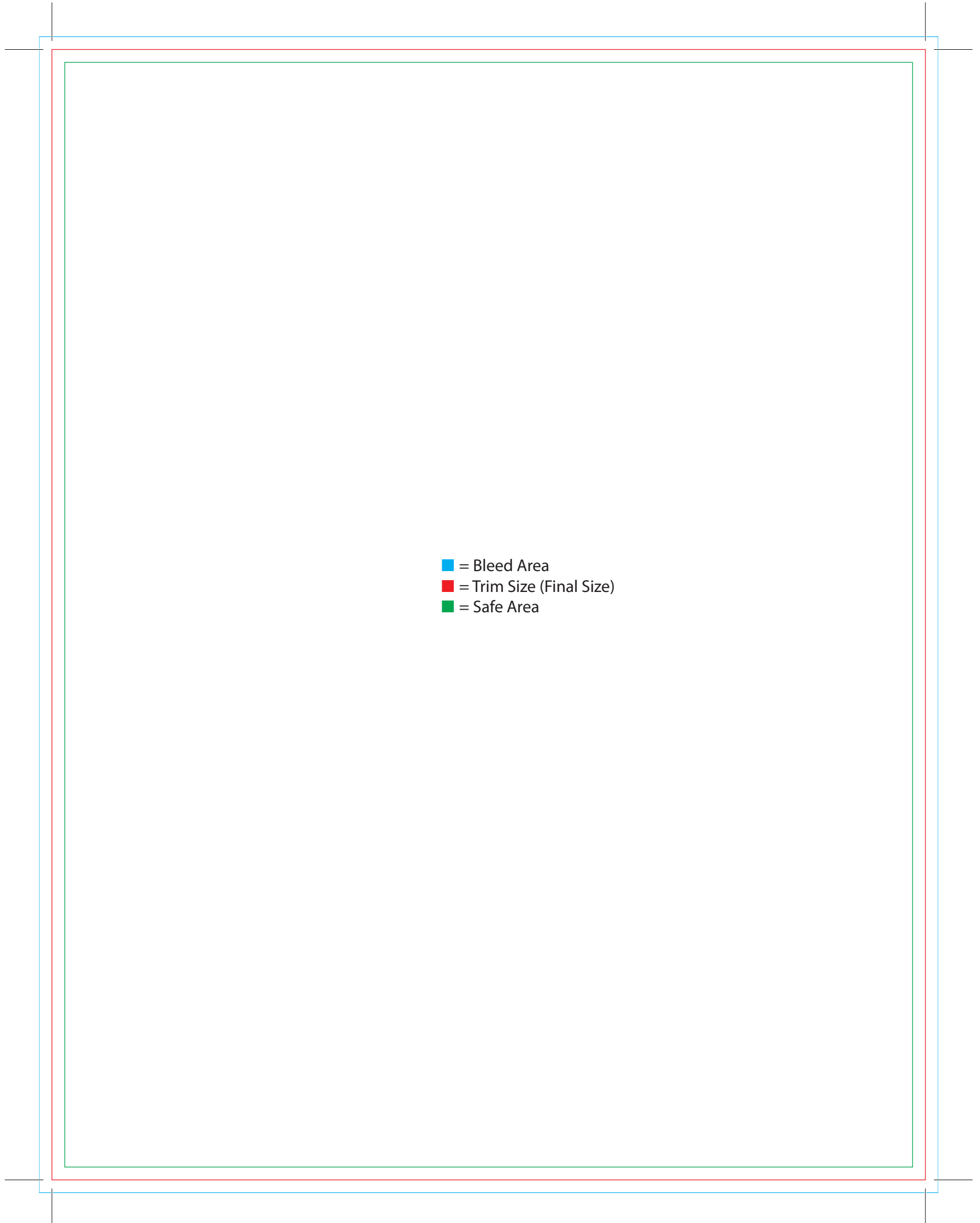
If bleed,

Add crop marks:25 pt

Offset crop marks:.... 6 pt from trim box

If no bleed,

Actual size, no marks



- = Bleed Area
- = Trim Size (Final Size)
- = Safe Area