



## Letterhead template (11" x 8.5")



### Safe area: 10.5" x 8"

Keep all the important parts of your design (text, logo, icons etc.) within this line.



### Trim: 10.8" x 8.3"

This is where the artwork will be trimmed.



### Bleed area: 11" x 8.5"

If your background extends to the edge of the trim line, extend it to the outer edge of the bleed area so you don't have white edges when it's trimmed.