



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.



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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.