

## **Standard Letterhead**

Final Size: 8.5" x 11"  
Size with Bleeds: 8.75" x 11.25"

### **SAFE**

No text or important graphics beyond this line.

### **TRIM**

This is the actual cut line of the final trim size.

### **BLEED**

To ensure that ink coverage goes to the final trim size, extend any background images and graphics .125" beyond the trim edge.