

## **BLEED**

Any background images or colors, including borders, should extend to this line.

## **TRIM**

This is where the letterhead will be cut.

## **SAFETY**

Anything important that shouldn't be cut off must be within the safety line. If there are borders, they should extend from the bleed to the safety line, or beyond it.



# **8.5x11 LETTERHEAD**

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