8.5” X 11” LETTERHEAD

BLEED

TRIM LINE

SAFETY

BE SURE TO RASTERIZE YOUR TEMPLATE AT 300 DPI

If your final product requires printing to the edge, you must extend your artwork into the area marked bleed. Anything within the **bleed area** will be trimmed off.

Your type (or any important elements) should be within the **safety area**, which is 1/8th inch (.125 in) inside of the **trim line**.

Once you are finished with your artwork, remember to delete this layer, or it will be printed on your final product!

Copyworld will not be held responsible for reprinting your order if this occurs.