

## 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.