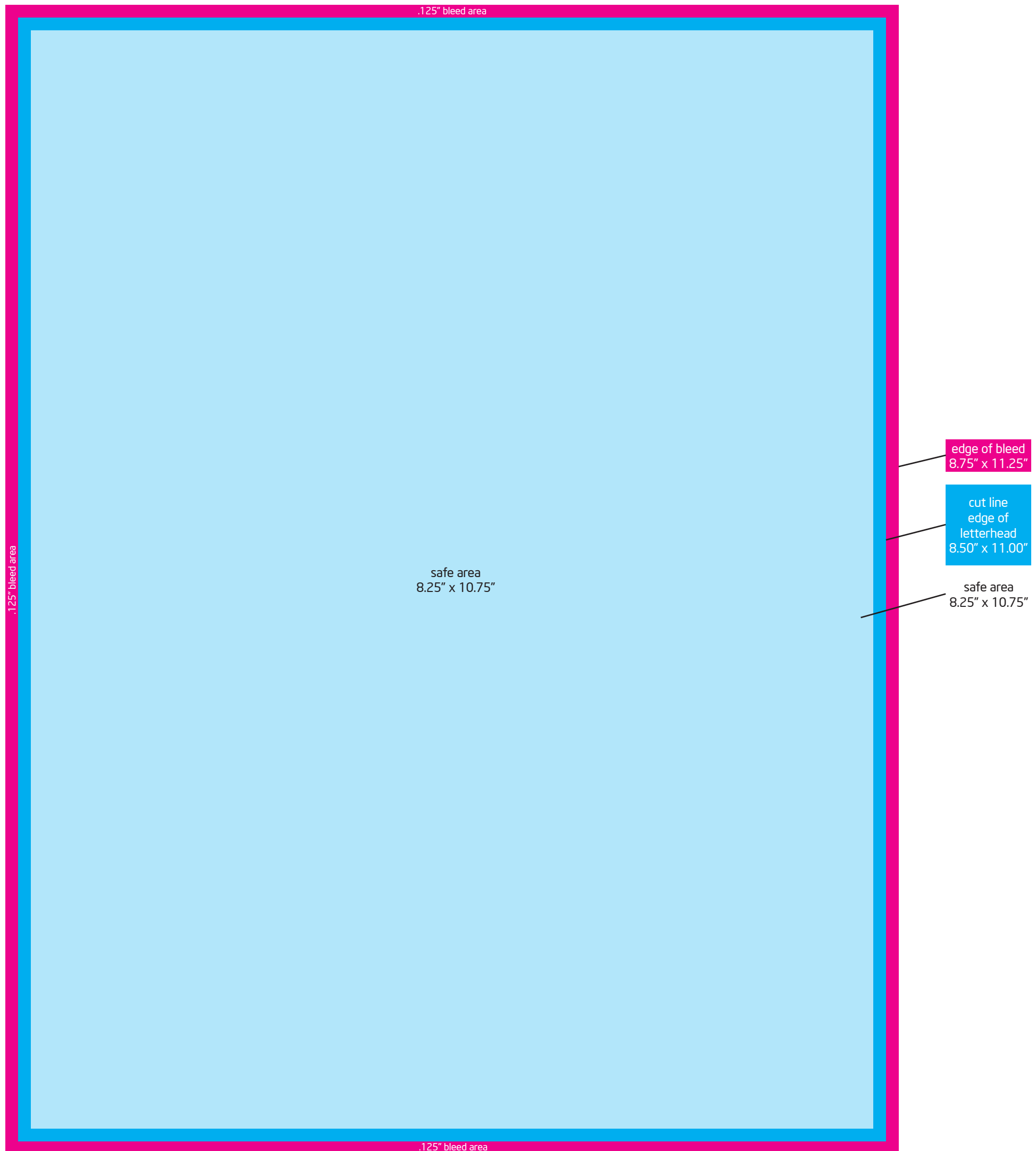


# Letterhead

Size = 8.50" x 11.00"

# Layout Template



## Notes:

- 1) Your file size should be 8.75"x 11.25" with bleeds or 8.50" x 11.00" without bleeds.
- 2) Keep all critical design elements and text inside the safe area
- 3) Do not put anything important in the bleed area
- 4) The edge of the cut is outside the safe area through the bleed
- 5) Do not add any cropmarks or bleed marks
- 6) Do not step & repeat, we only need a single position, front and back.
- 7) Hi resolution print PDF files (300 dpi) are preferred.
- 8) Flatten all transparencies. Convert all fonts to outlines.