

8.5 X 11 LETTERHEAD

STATIONERY

Finished size: 8.5" x 11"

ARTWORK ZONES



BLEED

0.125" outside trim
8.75" x 11.25"

TRIM

Finished cut size
8.5" x 11"

SAFE AREA

0.25" inside trim
8" x 10.5"

PRINT-READY CHECKLIST

- **300 dpi**
Images at final placed size
- **CMYK**
Use intended production colors
- **Bleed**
Extend art to the page edge
- **PDF**
PDF/X-4 or PDF/X-1a preferred
- **Fonts**
Embed or outline all fonts
- **Guides**
Remove guide art before output

IMPORTANT

Build full-bleed letterhead only when the design requires it.

Keep ordinary correspondence within the recommended 0.5-inch writing margin. Confirm office-printer limitations.

EXECUPRINT CUSTOMER CARE

Questions about your artwork?
A real person is happy to help.

661.220.5213 CustomerCare@execuprint.com

OPTIONAL HEADER BRAND AREA

LETTERHEAD ARTWORK

FINISHED: 8.5" x 11"

REFERENCE GUIDE - REMOVE BEFORE FINAL OUTPUT

OPTIONAL FOOTER / CONTACT AREA