




## 8.5" x 11" LETTERHEAD

TEMPLATE KEY

-  SAFETY AREA
-  TRIM / LIVE AREA
-  BLEED AREA

*LBL*  
PRINTING

**IF USING ILLUSTRATOR OR FREEHAND**  
CONVERT ALL TEXT TO PATHS/OUTLINES  
EMBED ALL LINKED GRAPHICS

THIS TEMPLATE IS FOR REFERENCE ONLY.  
**DO NOT** FLATTEN ONTO ARTWORK.

## PLEASE NOTE IF YOUR LETTERHEAD

**IS TWO-COLOR AND DOES NOT HAVE BLEED:**

YOU WILL NEED TO ALLOW ONE 3/8" BLANK MARGIN FOR GRIPPER ON EITHER THE TOP OR BOTTOM EDGE OF THE LETTERHEAD.

LETTERHEADS THAT ARE FULL COLOR OR REQUIRE BLEED DO NOT NEED THIS EXTRA MARGIN AND CAN FOLLOW THE 1/8" SAFETY AREA DEPICTED IN THE TEMPLATE.

8.5"

11"