

# St Andrews Press

DESIGN AND PRINT

## A4 Letterhead Template

210 x 297 mm folded finished size

216 x 303 mm including bleed (3mm on each edge)

### Safe zone

Keep all text and important objects / graphics within this dotted line

### Bleed zone

This area will be trimmed off. Extend all images / graphics that run to the edge of your design into this area.