

A4 Letterhead Checklist

Dimensions for letterhead

A4 Letterhead - Bleed Size 216x303mm - **Finished Size 210x297mm**

Checklist for Letterheads

Check List

1. All Dimensions need to be correct to the above description.
2. File needs to be in CMYK.
3. Make sure all fonts are outlined.
4. Check that images are 300dpi or above and that they are embedded NOT linked.
5. If there are black colours, select them to make sure they are not photoshop black.
C75 M68 Y67 K90 is photoshop black if colours are simlair to this please change to K100.
6. If the letterheads are going to be double side print, when sending PDF's please ensure that the front and back are in the same document as seperate pages.
7. Please do not add crop marks. The machine will auto trim to the correct sizing.