

Letterhead · Finished size 210 × 297 mm

File size: 216 × 303 mm

Trim line (finished size)

Bleed 3 mm — backgrounds and images must reach this edge

Safe area — keep text and logos inside

- CMYK
- fonts outlined or embedded
- images approx. 300 dpi (roll-up: 100–150 dpi at 1:1)
- delete this guide layer before export