



The diagram shows a rectangular layout for a letterhead. It features three nested rectangular boundaries: an outermost red dashed line representing the bleed size (301x214mm), a middle green dashed line representing the margin (at least 5mm inside the trim size), and an innermost black solid line representing the trim size (297x210mm). Arrows point from the text labels to their respective lines.

trim size (297x210mm)

this is where the letterhead will be cut.

margin

the margin must be at least 5mm inside the trim size.
(keep text and logos within the margin)

bleed (301x214mm)

any colour or image that touches the edge of the letterhead must also extend to the edge of the bleed. (bleed to be 2mm on all sides)