



The diagram shows a rectangular layout for a business card. It features three nested rectangular boundaries: an outermost red dashed line representing the bleed area, a middle green dashed line representing the margin, and an innermost black solid line representing the trim size. Arrows point from text labels to each of these lines.

**trim size (210x99mm)**

this is where the with comp will be cut.

**margin**

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

**bleed (214x99mm)**

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