

A4 LETTERHEADS 210X297MM

- Safe area for text
(204mm x 291mm)
- Printable Area
(210mm x 297mm)
- Bleed Area (216mm x 303mm)
(Please ensure your artwork background covers this area to avoid unwated white edges when your designs area trimmed)

Supplying artwork

File size: **210 x 297mm**

File type: pdf with fonts embedded/outlined

- ▶ Any graphics should be 300 dpi
- ▶ Colour should be CMYK
- ▶ Please convert all design text into curve.

Acceptable file formats for printing

- ▶ EPS (Encapsulated Post Script)
- ▶ AI (Adobe Illustrator)
- ▶ PDF (Adobe PDF)
- ▶ PSD (Adobe Photoshop)
- ▶ JPG (High Resolution JPEG)

HOW TO USE THIS TEMPL ATE

- ▶ Hide the 'Sample Artwork' L ayer (for reference should you need it)
- ▶ Apply your design to this template.
- ▶ Once your design is complete remove the 'Sample Artwork' layer from your design.
- ▶ Convert your design to PDF format (recommended but not mandatory)
- ▶ Upload your design and create your order.

IMPORTANT

Please remove the layer 'Sample Artwork' from your final document before uploading and creating your print job online.



Sending Us Your Files

- ▶ Files under 20MB email to sales@topsignage.com.au
- ▶ Over 20MB files can be sent via Google drive, drop-box or we-transfer link at sales@topsignage.com.au

Turnaround time

Banners can be produced within 24 hours assuming artwork has been supplied correctly.
For any queries, please call
Print & Distribution Services on **03 8510 1516**

303mm

216mm