## 216mm

## A5 LETTERHEADS 148X210MM



| Safe area for text (142mm x 204mm)  Printable Area (148mm x 210mm)  Bleed Area (154mm x 216mm) (Please ensure your artwork background covers this area to avoid unwated white edges when your designs area trimmed)  Supplying artwork  File size: 148 x 210mm  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)  A1 (Adobe Ilustrator)  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. |                  |  |  |
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## 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**