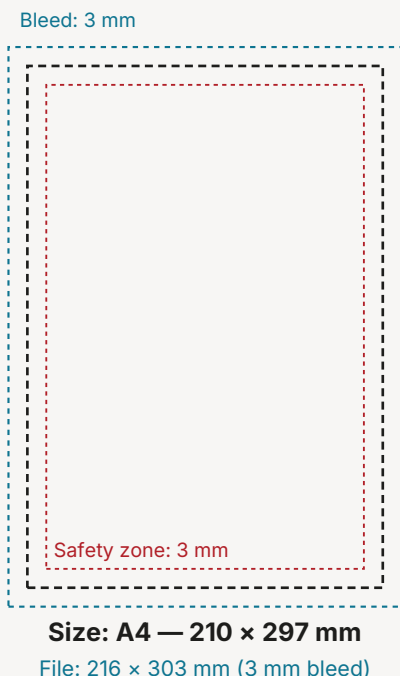




THE ESSENTIALS

Size: A4 (210 × 297 mm)
 White offset 80 or 90 gsm
 Laser and inkjet compatible
 Full colour front (back optional)
 Free proof before printing

YOUR PRINT FILE

PDF preferred (JPG, AI, EPS, PSD accepted), fonts outlined or embedded.
 300 dpi minimum at actual size.
 CMYK — black text in 100 % black only.

3 mm bleed: extend images and solids to the edge of the file.
 3 mm safety zone: no text or logo within 3 mm of the trim — images and solid colours may fill the whole surface.

PAPERS

White offset 80 or 90 gsm, guaranteed compatible with your laser and inkjet printers for overprinting your letters.

LAYOUT TIP

Keep the heart of the page for correspondence: logo and contact details in the header and footer, light solids — your letters stay readable and office-printable.

Ready-to-use template

Guides at the right dimensions: trim size, bleed, safety zone.

[Download the PDF template](#)

Unsure about your file? Send it over: a check is included before any print run, and proofs are free.