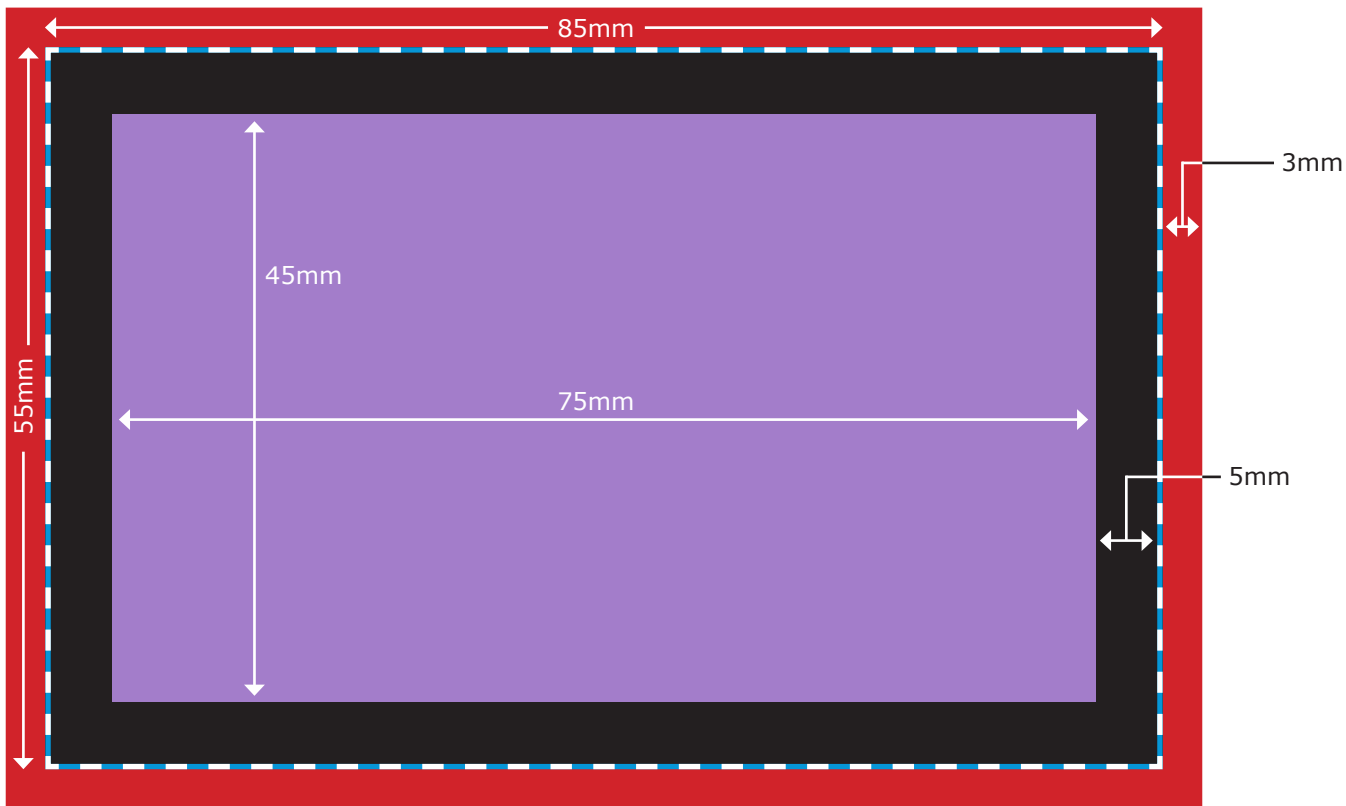




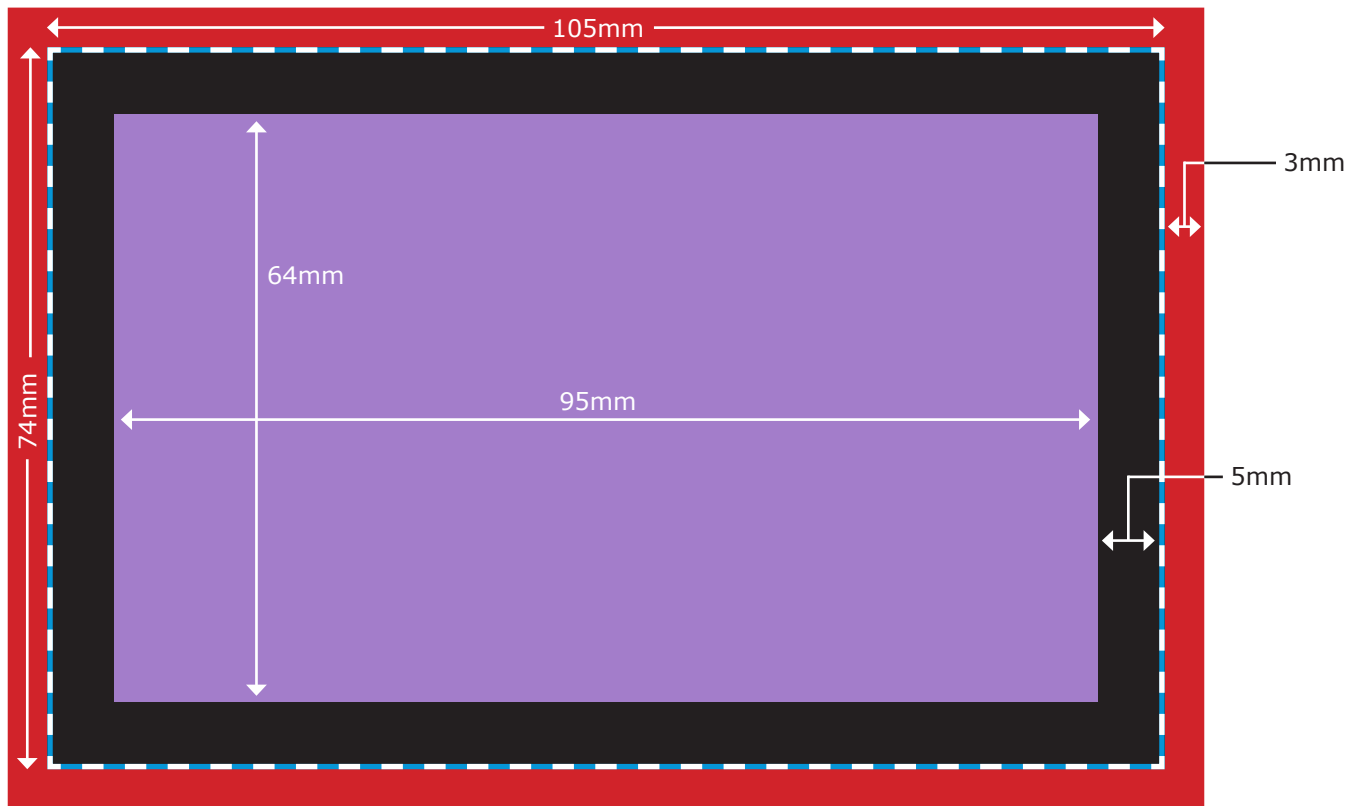
Business Card (85 x 55) Artwork Guide



- **Bleed Area** - Please **design your business card at 91 x 61mm** i.e. an extra 3mm on each side.
- — — **Trim Area** - 85 x 55mm will be the finished size of your business card after guillotining.
- **Safe Area** - keep all **text & graphics within this area**, unless you intend it to bleed.



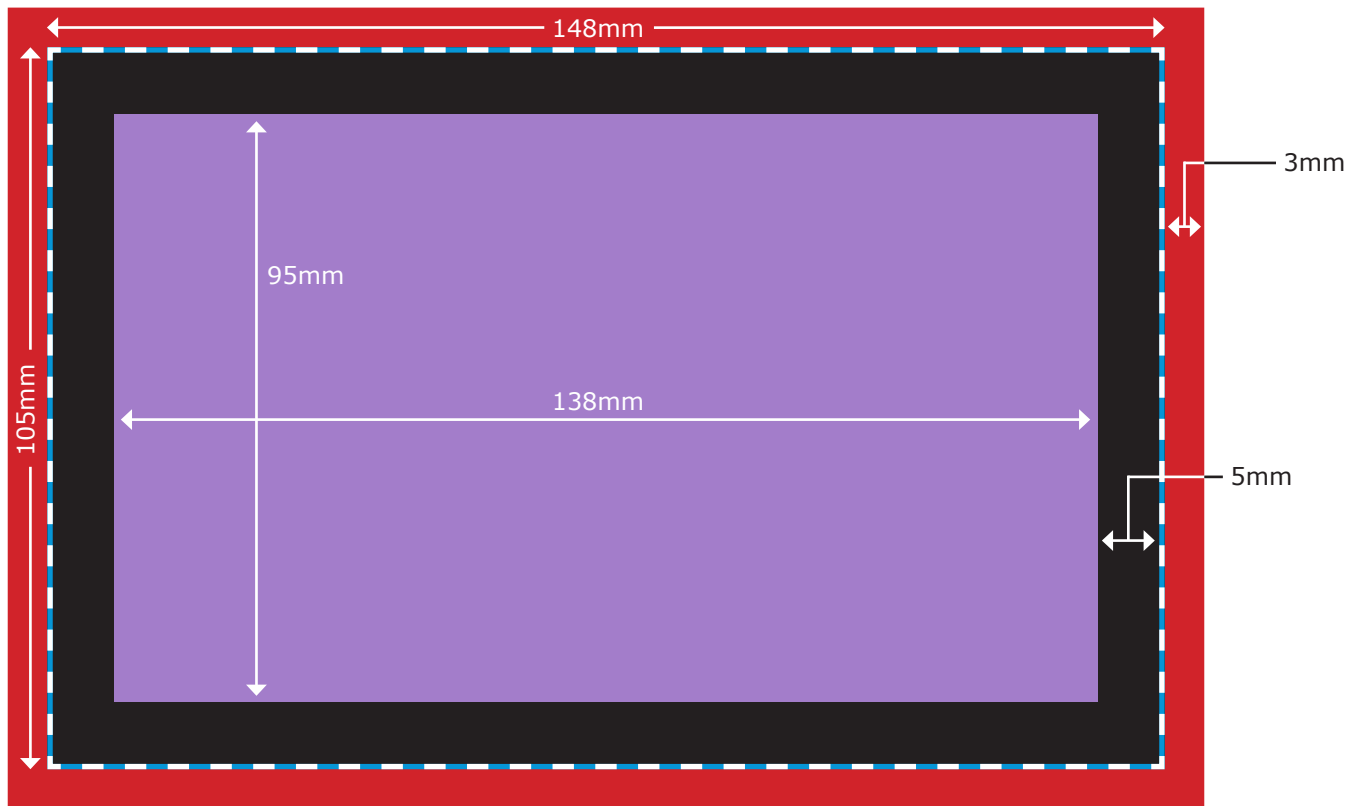
Flyer (A7) Artwork Guide



- Bleed Area - Please **design your flyer at 111 x 80mm** i.e. an extra 3mm on each side.
- ▬ Trim Area - 105 x 74mm will be the finished size of your colour flyer after guillotining.
- Safe Area - keep all **text & graphics within this area**, unless you intend it to bleed.



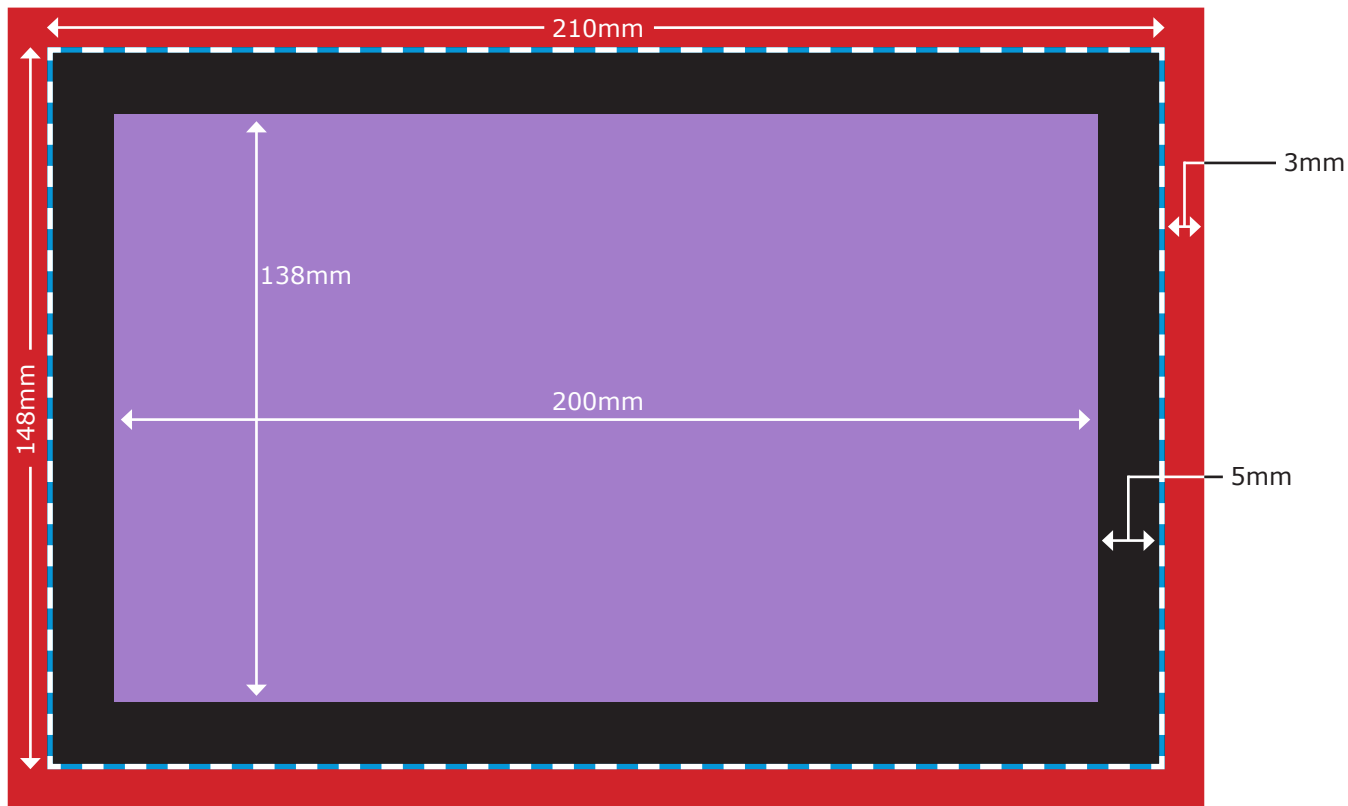
Postcard/Flyer (A6) Artwork Guide



- Bleed Area - Please **design your postcard at 154 x 111mm** i.e. an extra 3mm on each side.
- — — Trim Area - 148 x 105mm will be the finished size of your postcard/flyer after cutting.
- Safe Area - keep all **text & graphics within this area**, unless you intend it to guillotining.



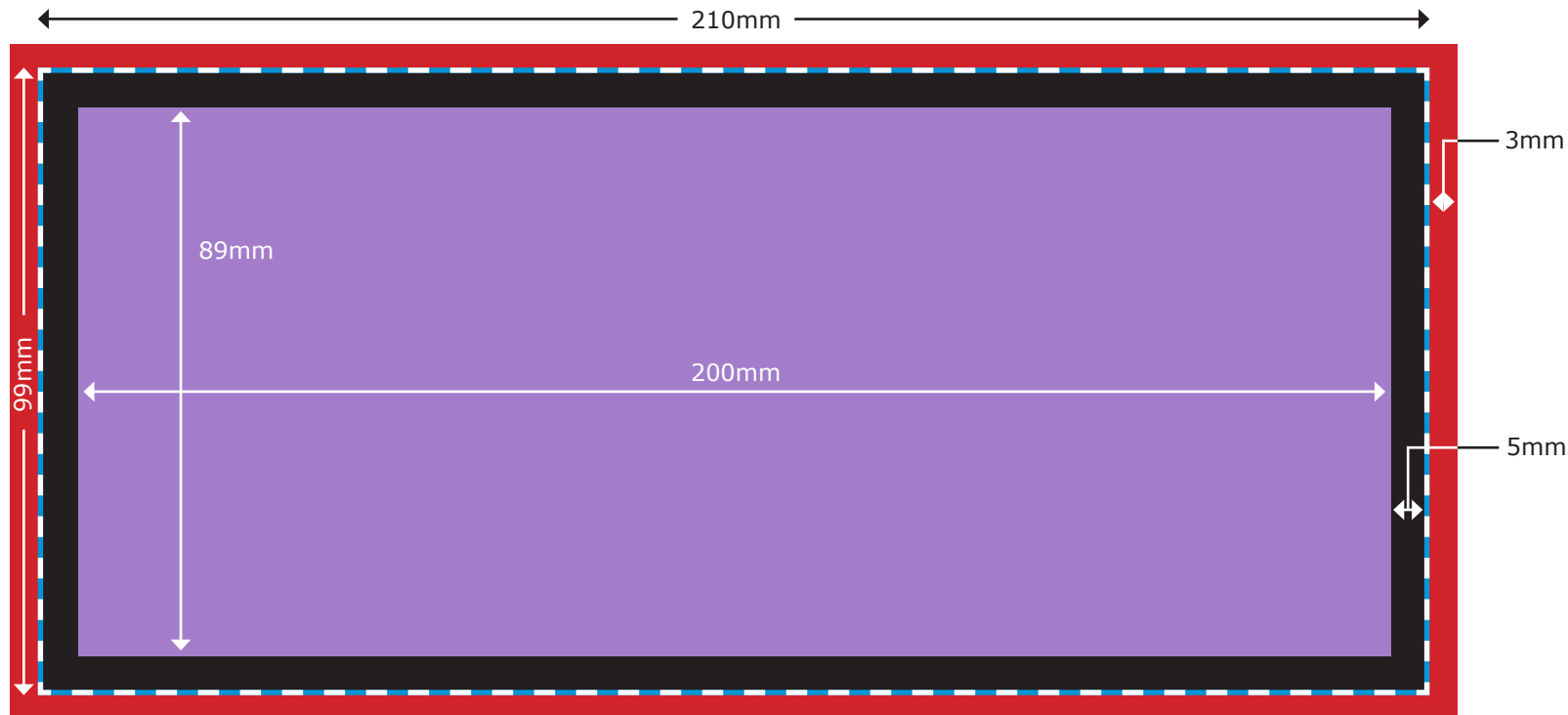
Flyer (A5) Artwork Guide



- Bleed Area - Please **design your flyer at 216 x 154mm** i.e. an extra 3mm on each side.
- ▬ Trim Area - 210 x 148mm will be the finished size of your colour flyer after guillotining.
- Safe Area - keep all **text & graphics within this area**, unless you intend it to bleed.



Complement Slip or DL Flyer Artwork Guide



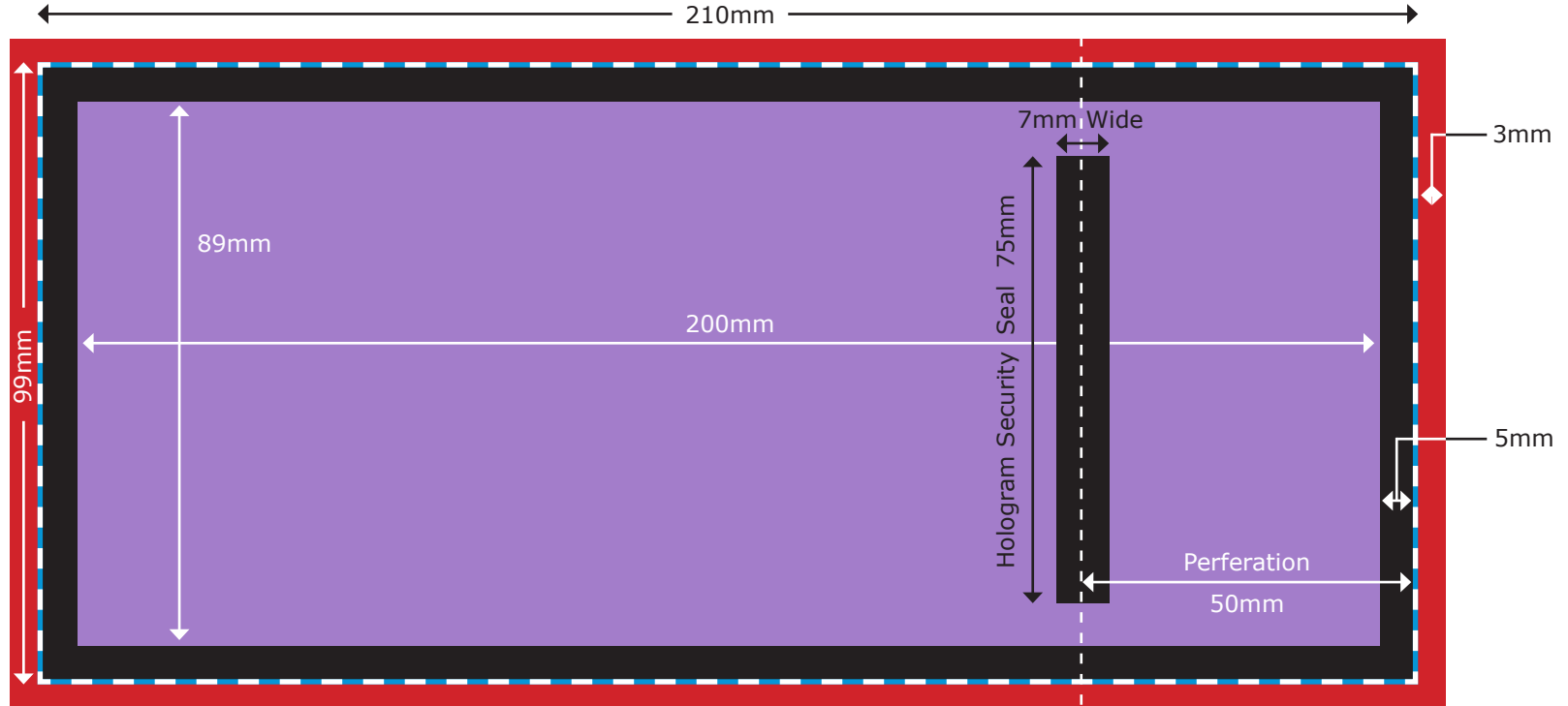
- Bleed Area - Please **design your compliment slip or DL flyer at 216 x 105mm** i.e. an extra 3mm on each side.

- ▬ Trim Area - 210 x 99mm will be the finished size of your compliment slip or DL flyer after guillotining.

- Safe Area - keep all **text & graphics within this area**, unless you intend it to bleed.



Security Tickets with Peferation and Hologram Seal



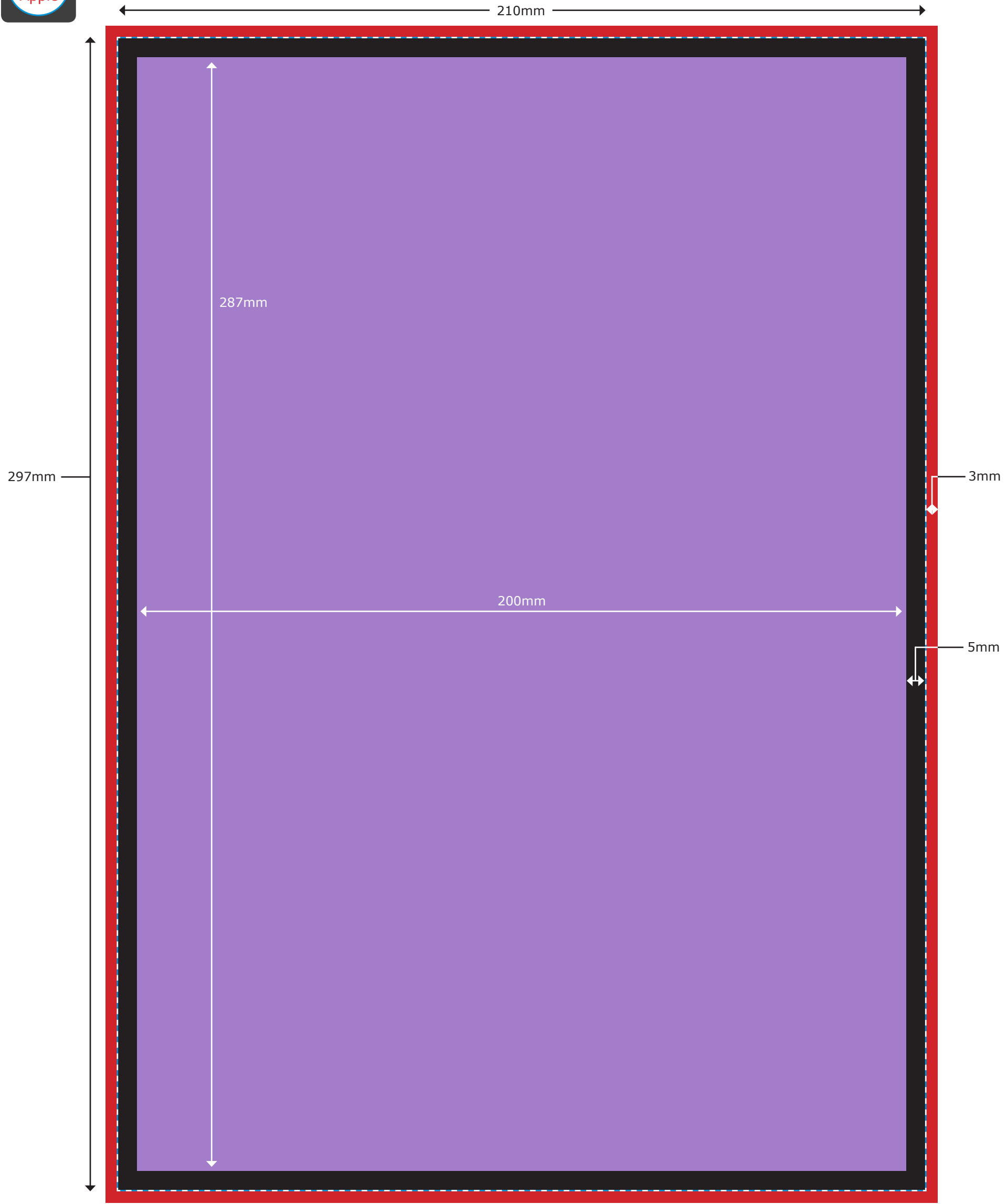
- Bleed Area - Please **design your security tickets at 216 x 105mm** i.e. an extra 3mm on each side.

- ▬ Trim Area - 210 x 99mm will be the finished size of your security tickets after guillotining.

- Safe Area - keep all **text & graphics within this area**, unless you intend it to bleed.



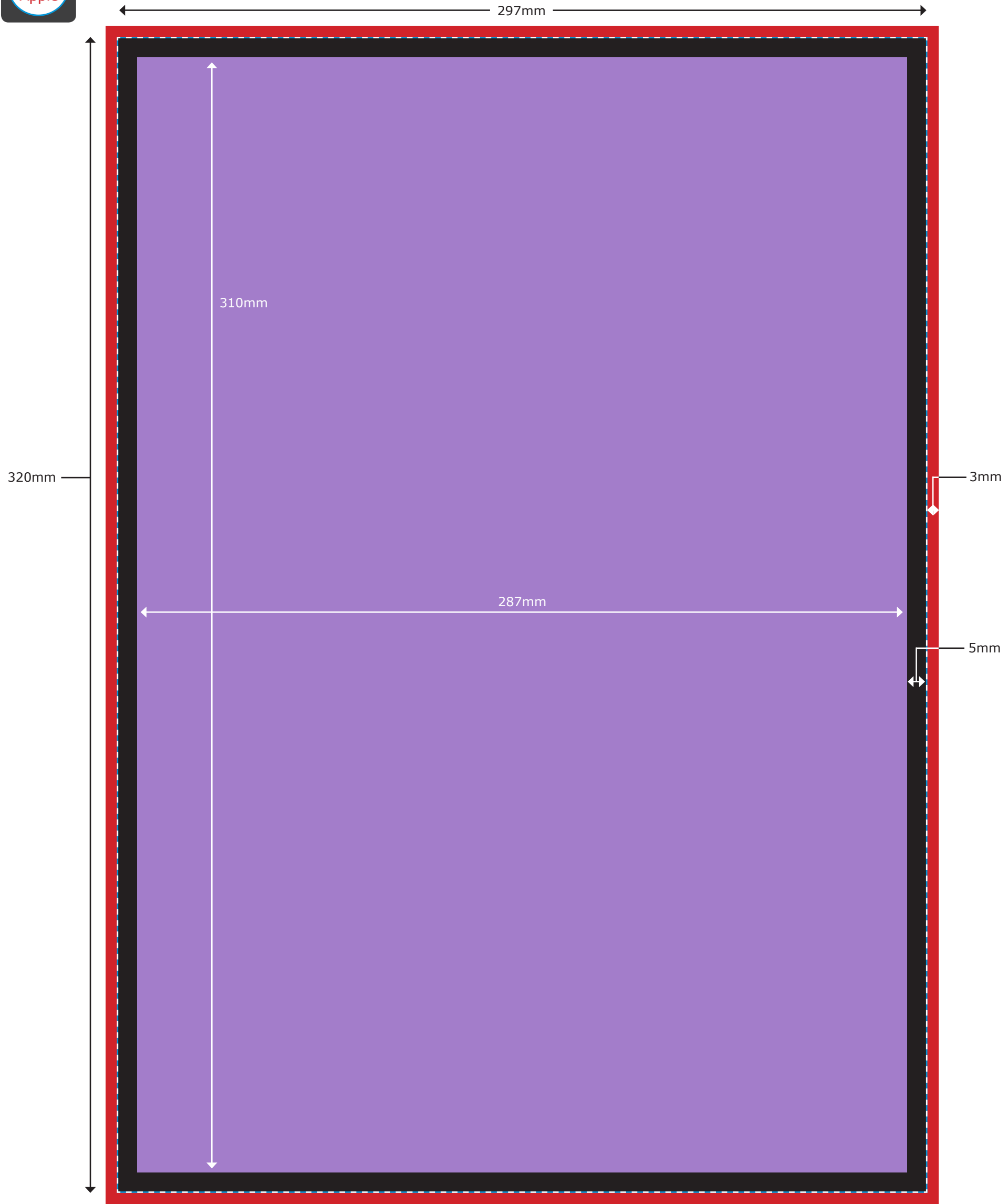
Letterhead or Poster (A4) Artwork Guide



- Bleed Area - Please **design your letterhead or poster at 303 x 216mm** i.e. an extra 3mm on each side.
- ▬ Trim Area - 210 x 297mm will be the finished size of your letterhead or A4 poster after guillotining.
- Safe Area - keep all **text & graphics within this area**, unless you intend it to bleed.



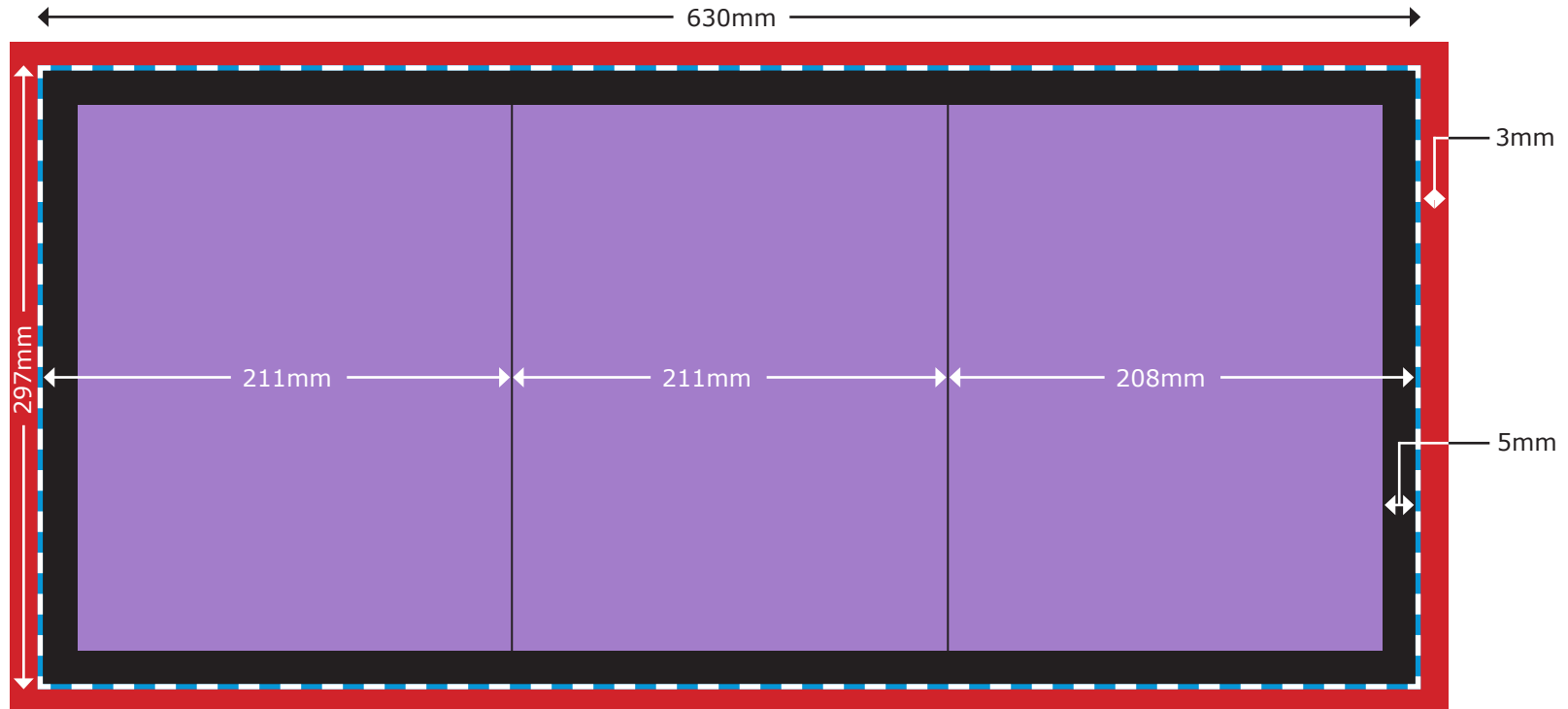
Poster (A3) Artwork Guide



- Bleed Area - Please **design your A3 poster at 303 x 426mm** i.e. an extra 3mm on each side.
- Trim Area - 297 x 420mm will be the finished size of your A3 poster after guillotining.
- Safe Area - keep all **text & graphics within this area**, unless you intend it to bleed.



C Fold - Six Page A4 Artwork Guide



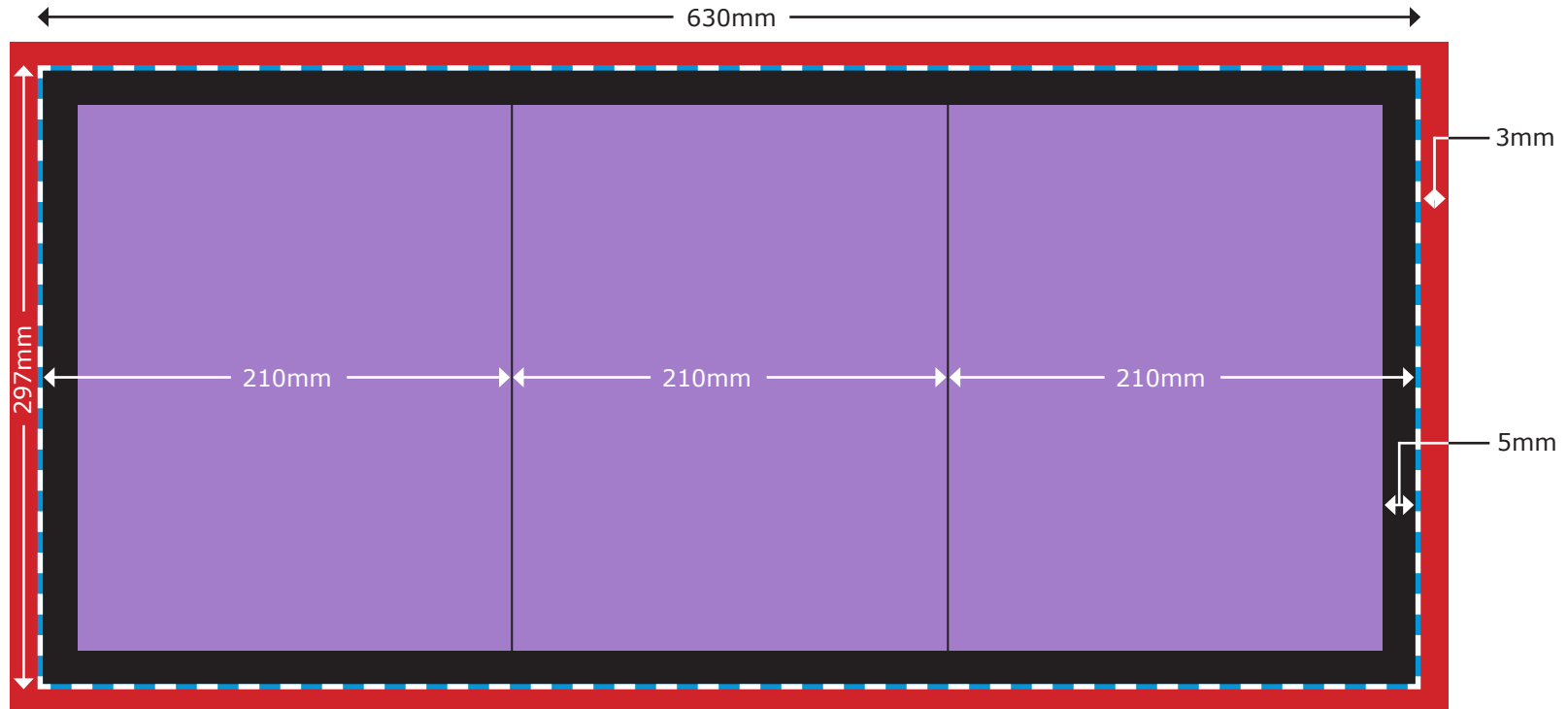
● Bleed Area - Please **design your six page A4 at 303 x 636mm** i.e. an extra 3mm on each side.

▬ Trim Area - 297 x 630mm will be the finished size of your six page A4 after guillotining.

● Safe Area - keep all **text & graphics within this area**, unless you intend it to bleed.



Z Fold - Six Page A4 Artwork Guide



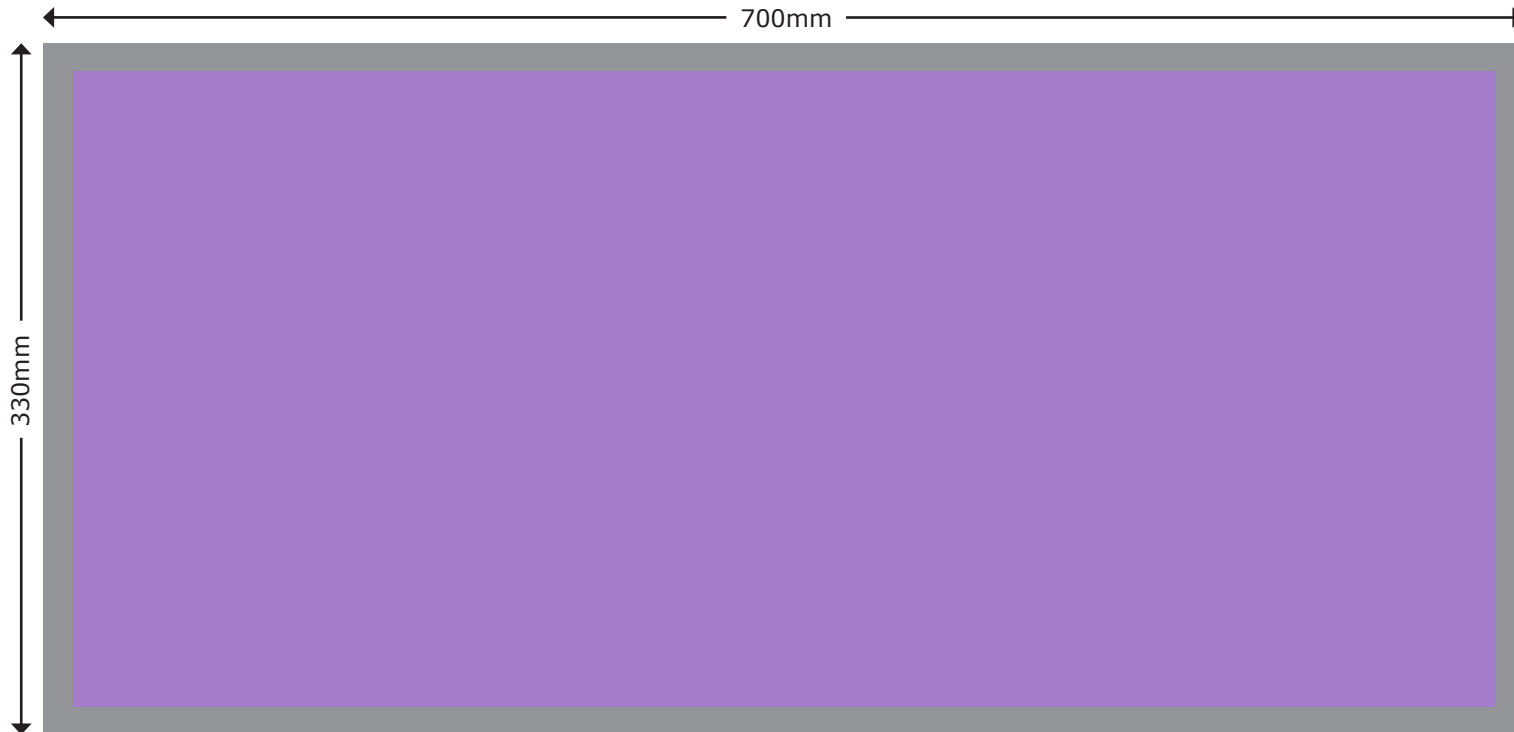
- Bleed Area - Please **design your six page A4 at 303 x 636mm** i.e. an extra 3mm on each side.

- ▬ Trim Area - 297 x 630mm will be the finished size of your six page A4 after guillotining.

- Safe Area - keep all **text & graphics within this area**, unless you intend it to bleed.



Indoor Banner Artwork Guide



- 5mm White Margin Area.
- Safe Area - keep all **text & graphics within this area.**