

**INSTRUCTIONS**

Use our product size templates for letterhead according to the type of paper to be printed on.

We offer:

- Simili Paper
- Conqueror Paper
- Fine Paper

**Important:**

- 1.All Artwork MUST be positioned upright.
- 2.Please DO NOT refer colour reference chart as colour matching guideline for printed colour conqueror paper e.g. Cream Laid Paper, Vellum Paper.

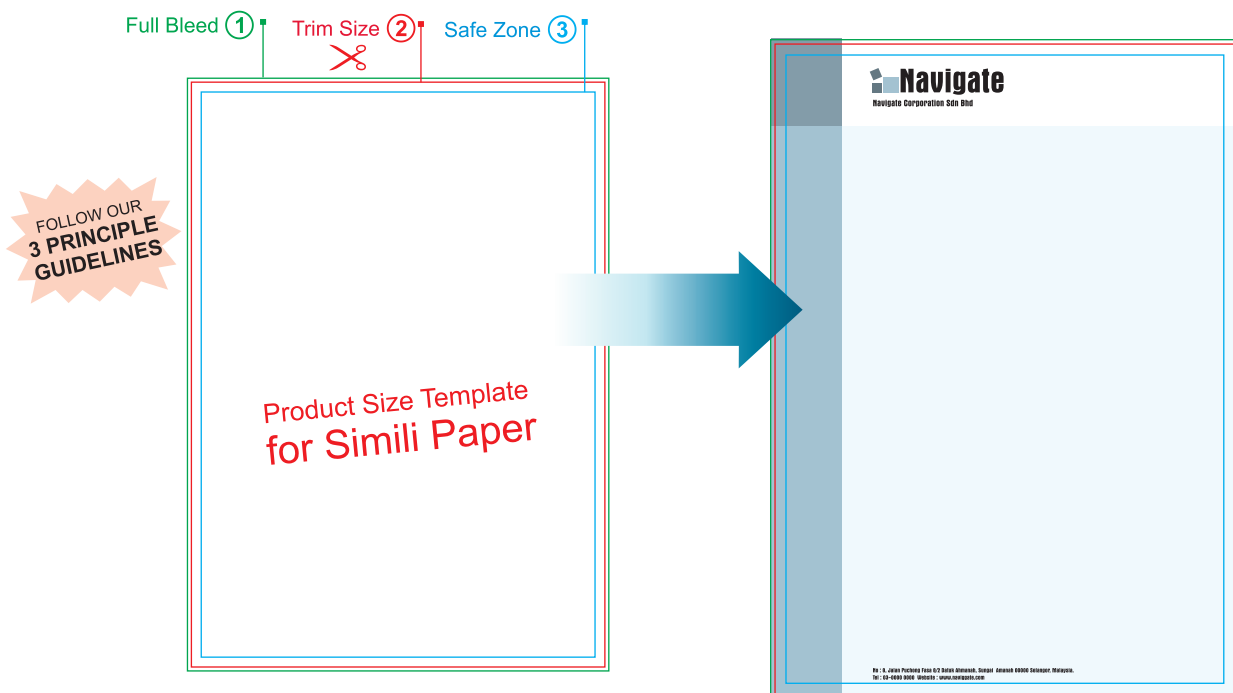
**Caution:**

- 1.We DO NOT guarantee all paper materials is suitable for all model of copiers or printers.

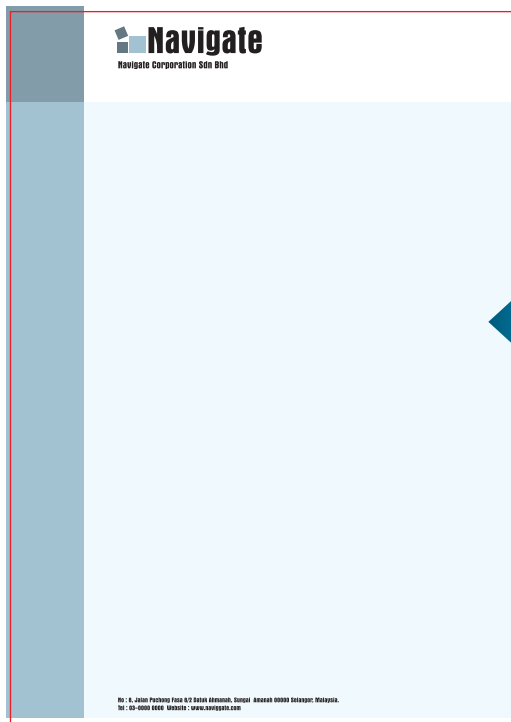
Please follow the guidelines in the respective letterhead templates when arranging your design.

Design your letterhead by following the 3 PRINCIPAL GUIDELINES (refer to GENERAL section).

**Simili Paper**



Conqueror Paper



**Full Bleed** Extend your background design to this edge, on all sides.

**Trim** Significant crop - anything left beyond this line will be cut off!  
**Safe Zone** Keep all your important content (text, images, logos, etc.) within this area.



FOLLOW OUR  
3 PRINCIPLE  
GUIDELINES

Product Size Template  
for Conqueror Paper

6mm Non Printable Area

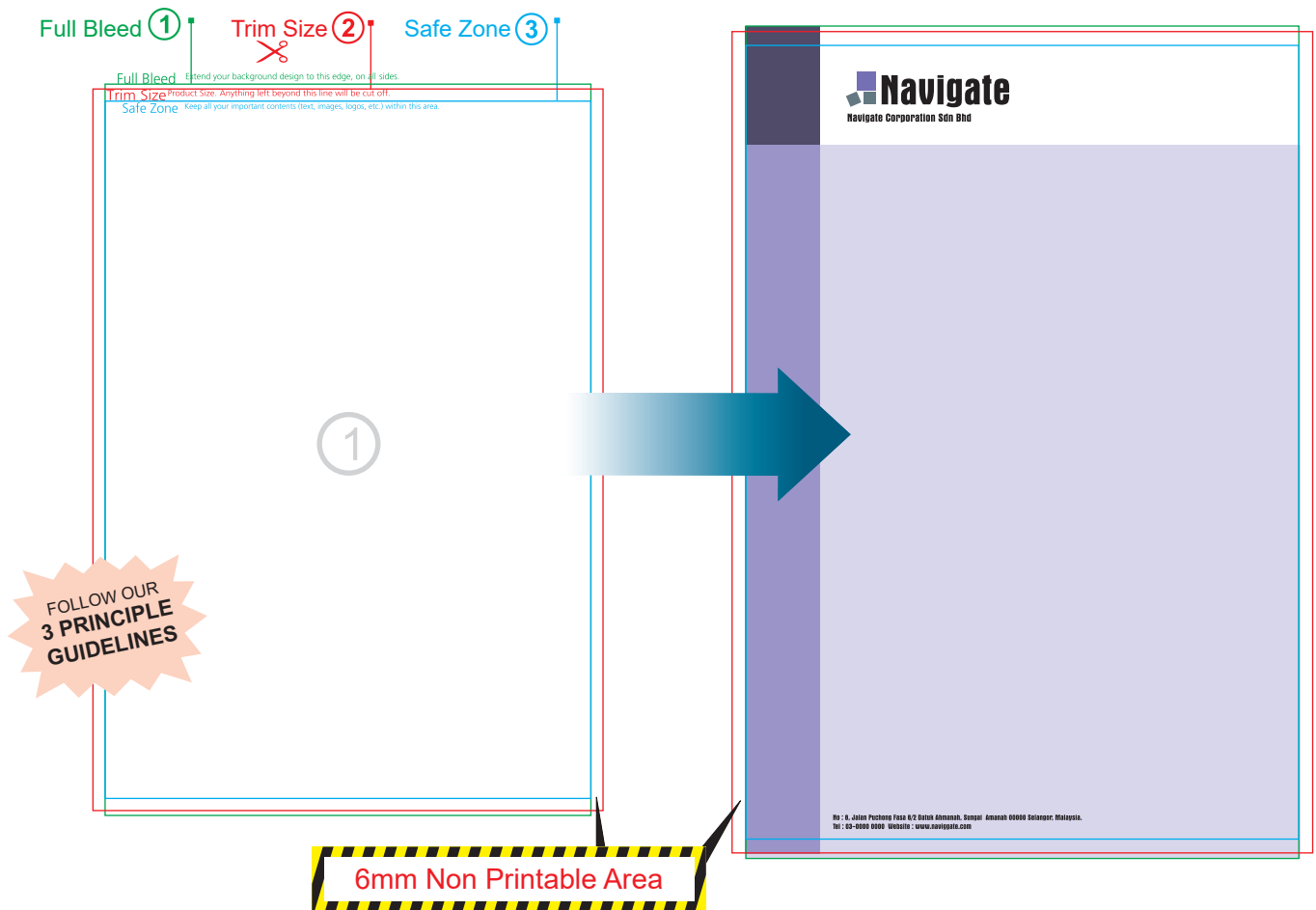
For Letterheads printed with **Conqueror paper**:  
Due to production limitations, there is a non-printable area of 6mm from the bottom edge of the letterhead. Images that bleed into this area will NOT APPEAR in final printout.

**INSTRUCTIONS**

Use our digital offset product size templates for letterhead printed of FINE PAPERS. Please follow the guidelines in the respective letterhead templates when arranging your design. (Note: Due to digital offset production limitations, we cannot print full bleed to the left and right edge of letterheads that are printed on fine papers).

Full Bleed Trim Size Safe Zone

Please remember to design your letterhead by following the 3 PRINCIPAL GUIDELINES (Refer to GENERAL section).



For letterheads printed with Fine paper : Due to production limitations, there is a non-printable area of 5mm from both side area of the art work. Images that bleed into this area will NOT APPEAR in final printout.