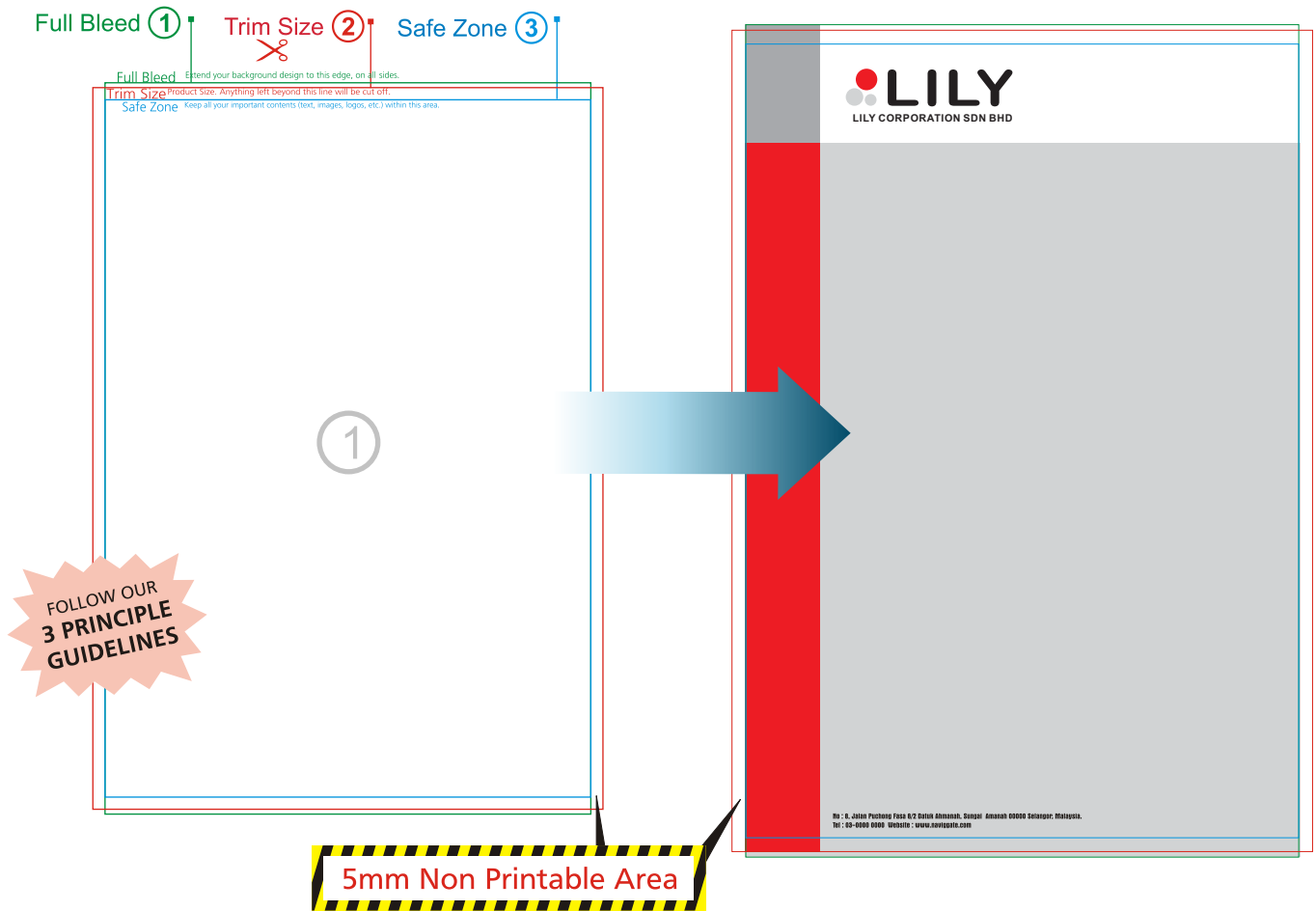


**INSTRUCTIONS**

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).

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.