



# LETTERHEAD TEMPLATES



FOR **MORE DETAILS** PLEASE VISIT:  
[aura-print.com/usa/custom-letterhead-printing](http://aura-print.com/usa/custom-letterhead-printing)



## WHY NOT **LET US DESIGN** YOUR ARTWORK?

If you're struggling for inspiration or simply time, we offer a fast and very competitive design service.



[info@aura-print.com](mailto:info@aura-print.com)



(855) 907 6769



[aura-print.com](http://aura-print.com)

### ARTWORK SPECIFICATIONS

Artwork to be supplied at no less than 300dpi at 100% scale. Supplied as PDF, JPEG or TIFF in CMYK color range. Please do not use any spot colors or any special colors.

### DON'T STRUGGLE

If you're not 100% sure on how to design from this template we have designers in house who can create your design for you. It's well worth getting it right and having that extra peace of mind (You also get to put your feet up!).



### BLEED ZONE

This area will be cut off your artwork. Make your background continue into this zone to allow for tolerances.



### TRIM LINE

This is where we'll cut your design



### SAFE ZONE

Keep all your details, logos, text, etc inside this zone. Not including your background.

**JUNIOR LEGAL** PORTRAIT  
**5x8inch** (127x203.2mm)

Remember to hide or delete this layer.

**HALF LETTER PORTRAIT**  
**5.5x8.5inch** (139.7x215.9mm)

Remember to hide or delete this layer.

**GOVERNMENT LETTER** PORTRAIT

**8x10.5inch** (203.2x266.7mm)

Remember to hide or delete this layer.

**LETTER PORTRAIT**  
**8.5x11inch** (215.9x279.4mm)

Remember to hide or delete this layer.

**GOVERNMENT LEGAL PORTRAIT**  
**8.5x13inch** (215.9x330.2mm)

Remember to hide or delete this layer.

**LEGAL PORTRAIT**  
**8.5x14inch** (215.9x355.6mm)

Remember to hide or delete this layer.