Letterhead Setup File · 8.5″ × 11″

Trim size: 8.5" x 11" · Bleed: 1/8" · Safe: 1/4" inside trim
Document with bleed: 8.75" x 11.25" · Engraving, foil, embossing and letterpress: vector line art, one color per pass

TRIM (CUT / FINISHED SIZE) BLEED SAFE AREA

Extend background color to the BLEED line. Keep type and logos inside the SAFE line.
Delete the guides and this legend before sending, or hide them. Send a PDF with fonts outlined or embedded.
The letterhead safe area is 1/4" so nothing sits at the edge of the sheet.