



LETTERHEAD

UPLOAD FILE SPECIFICATIONS

Document size: 8.75" w x 11.25" h (includes bleed area)

Final size: 8.5" w x 11"

Safe Area: 8.25" w x 10.75"

- make sure that your document size matches the document size mentioned above.
- Do not include trim and registration marks in your file
- make sure all text and images of the file are in the **green** border. the safe area marks where all important text and images should be placed inside of the layout to ensure that no important information is cut out when trimmed.
- make sure that the uploaded file is in PDF format on high resolution (300x300 dpi).

