

# LETTERHEAD PRINTING

*Finished Product Size: 8.5" wide by 11" high*



SMARTPRESS

**BLEED - Your file needs to include a 0.125" bleed necessary for production.** Bleed is printing that goes beyond the edge of the sheet after trimming. If a bleed is not included in document setup, there is a good chance that there will be a gap between the edge of the printed area and the cut line. This happens because there is a tolerance when cutting the printed piece. More information on bleeds can be found on our website: [www.smartpress.com](http://www.smartpress.com)

**SAFE MARGIN - Your file needs to include a 0.125" safe margin necessary for production.** Safe margin is the area around the edge of the sheet. If the safe margin is not included in document setup, there is a chance that the art close to the edge will get cut off due to machine shift during cutting. This happens because there is a tolerance when cutting the printed piece. More information on Cutting Tolerance can be found on our website: [www.smartpress.com](http://www.smartpress.com)