



Sprint Print Pty Ltd
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Letterhead Layout and Design Specifications:

Files to be supplied as press quality PDF.

All files to be supplied in CMYK.

Word and Publisher files will not be accepted. Please convert these to a press ready pdf. If you are unable to do this, please contact us and we can organise your printing using one of our other options.

Add 3mm bleeds if your letterhead needs to be printed right to the trimmed edge (bleed is the term for printing that goes over the trimmed border of the page). To do this, make your image/s or background run 3mm over each edge. After the letterhead is printed, they are then trimmed to the correct size, and therefore leaving the image or background running all the way to the edge.

Scan or save images at 300dpi and 100% of the final size. Ensure all digital camera photos are included as CMYK not the native RGB and somewhat lighter than the desired result.

Images from the internet do not print well as they are low resolution designed for the screen, not print. Please avoid using these images.

Please supply all fonts used or convert all type to outlines and curves.