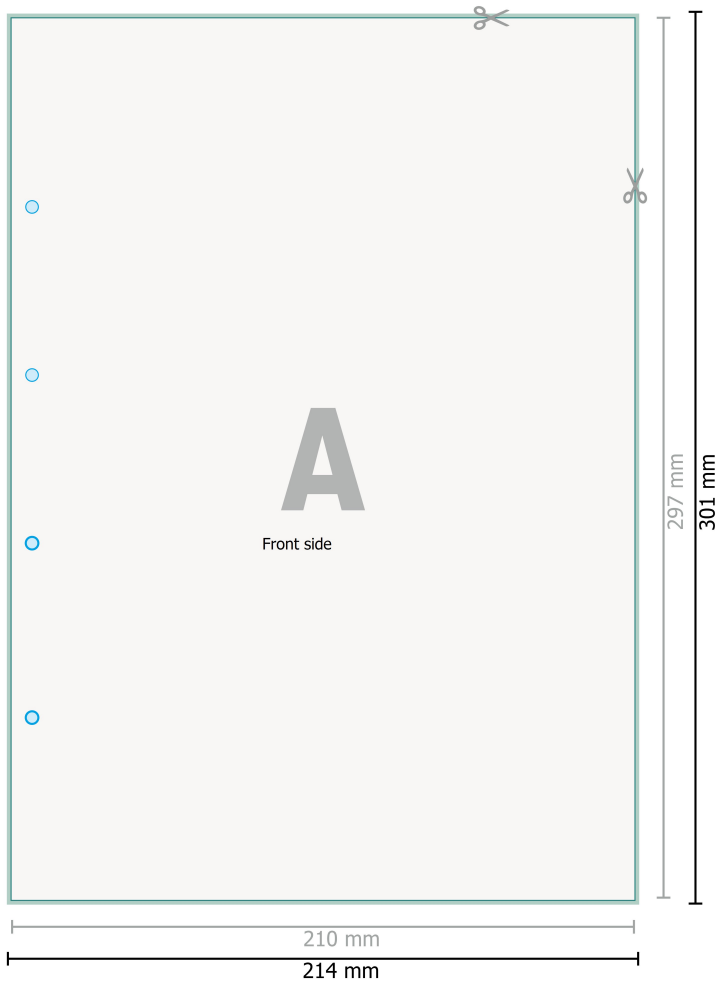


Letterheads, A4, printed on one side  
no fold



● Optional drilled holes

**Dataformat (incl. 2 mm bleed):**  
21,4 x 30,1 cm

**bleed:**  
2 mm


**Trimmed size:**  
21 x 29,7 cm

**Safety margin:**  
4 mm

Maintaining space between the text/information and the edge of the trimmed format prevents undesirable cuts.


### Explanation of symbols

 Bleed

 Reading direction

 Trimmed size

 Data format

 We will cut/perforate your product here

### Please note:

Allow for trim allowance and safety margin according to instructions.

Arrange background graphics, images or graphics up to the edge of the data format.

Tolerances may occur during production due to cutting, punching and folding processes.

Printing data: Instructions and templates can be found under the menu item *Printing data* at [www.onlineprinters.com](http://www.onlineprinters.com)