



INSTRUCTIONS

Use our product size templates for letterhead according to the type of paper to be printed on.

We offer:

- Simili Paper (Litho Offset)
- Conqueror Paper (Litho Offset)
- Matte Art Paper (Digital Offset)
- Fine Paper (Digital Offset)

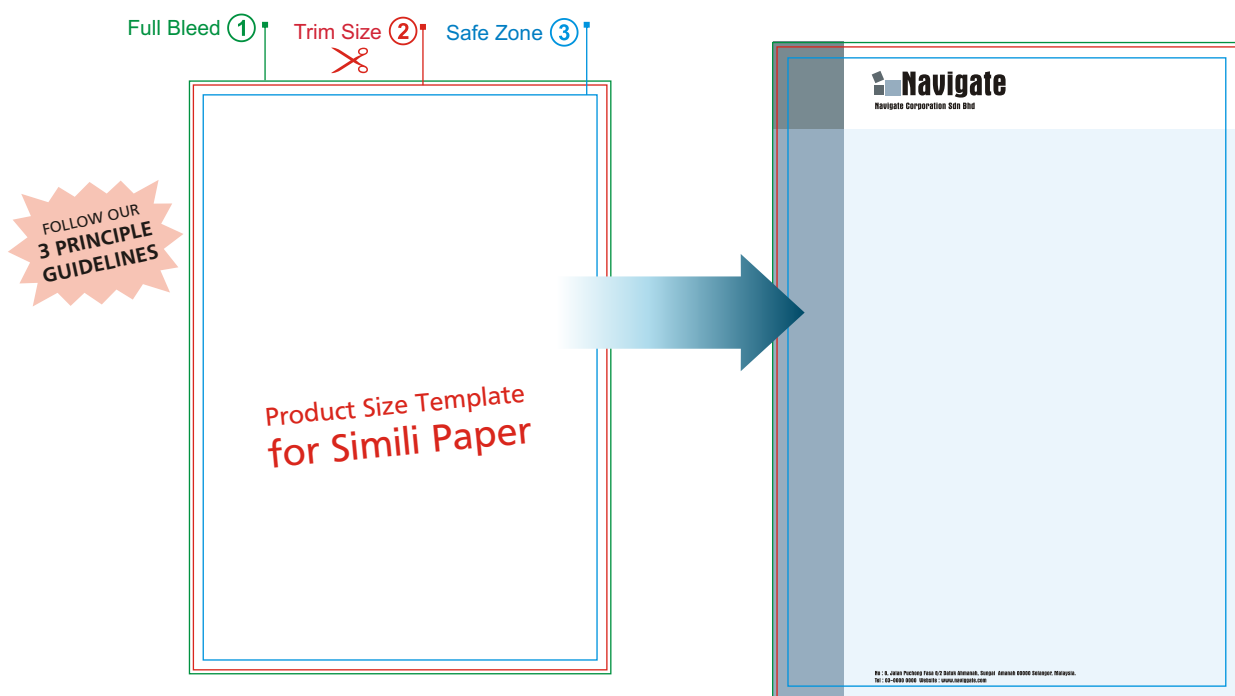
Caution:

1. We DO NOT guarantee all paper materials is suitable for all model of copiers or printers.
2. DO NOT use Inkjet type printer (liquid ink) on Matte Art Paper to avoid rejection print quality.

Please follow the guidelines in the respective letterhead templates when arranging your design.

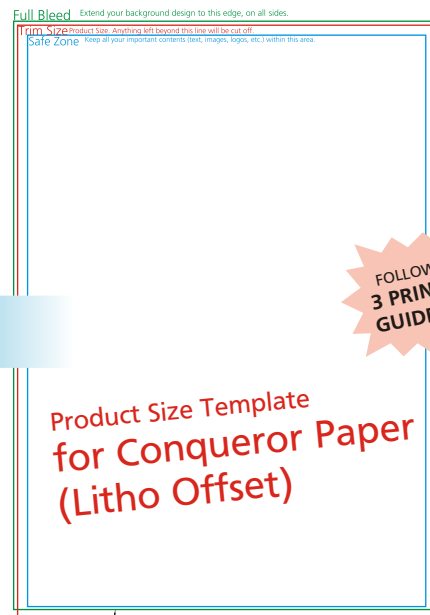
Design your letterhead by following the 3 PRINCIPAL GUIDELINES.

Simili Paper (Litho Offset) / Matte Art Paper (Digital Offset)



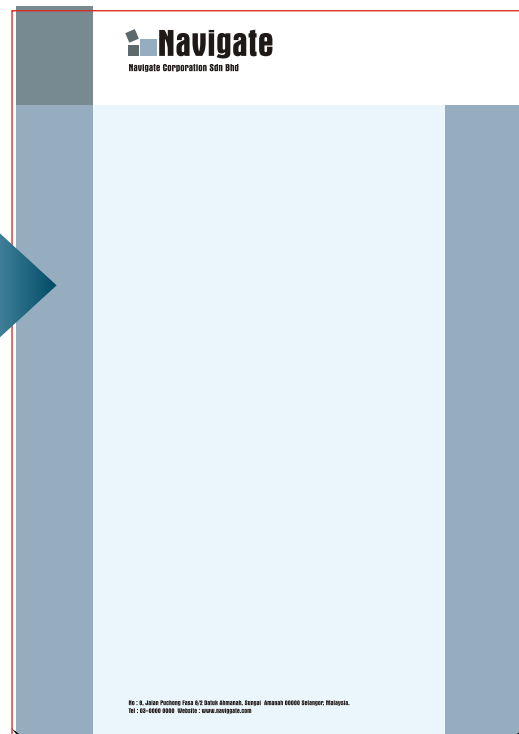


Conqueror Paper (Litho Offset)



For Letterheads printed with **Conqueror paper**:
Due to production limitations, there is a non-printable area of 4mm from the bottom edge of the letterhead. Images that bleed into this area will NOT APPEAR in final printout.

Fine Paper (Digital Offset)



For Letterheads printed with **Fine paper**:
Due to production limitations, there is a non-printable area of 5mm from both side area of the artwork. Images that bleed into this area will NOT APPEAR in final printout.

