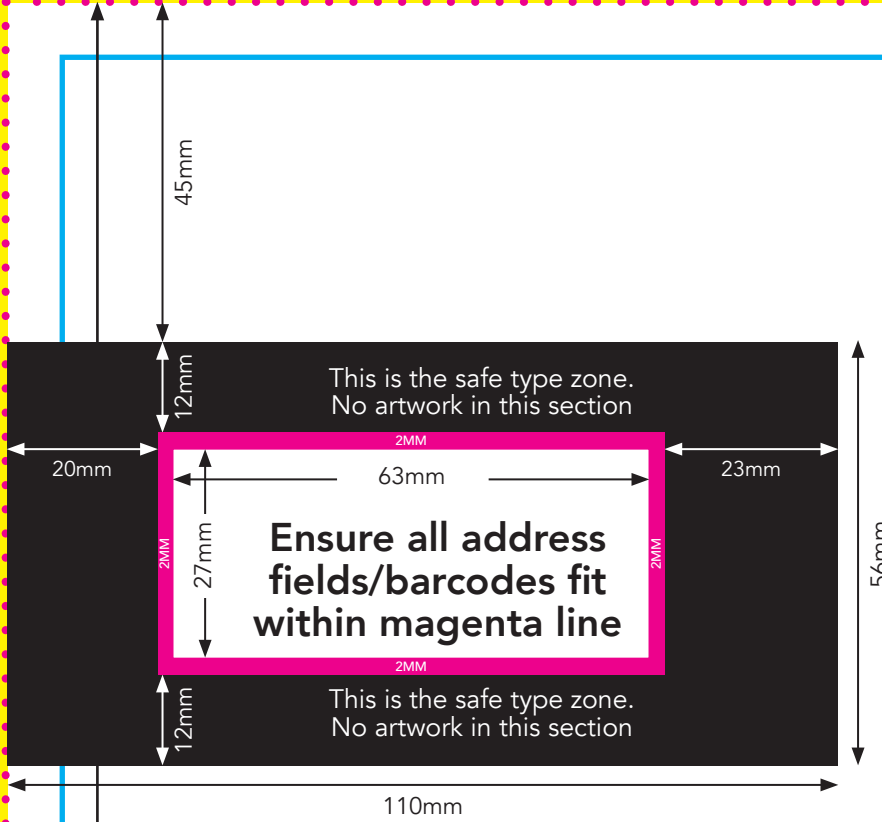


**KEY**

-  **7MM MARGIN "SAFE ZONE"**
-  **TRIM LINE**
-  **3MM BLEED AREA**
-  **FOLD LINE**



This is the safe type zone.  
No artwork in this section

**Ensure all address fields/barcodes fit within magenta line**

This is the safe type zone.  
No artwork in this section

A4 letter fold line

The BLUE line is the edge of the "text safe zone". All text and imagery should be within this margin (unless it bleeds off the page).

The pink dotted line is the trim line

The yellow area is the "bleed" area. If you want an image or photo to be printed to the edge of your design, the image MUST continue for an extra 3mm on every edge. This "bleed" is then trimmed off after printing and is essential to avoid any white edges showing.

Please also include crop marks on your supplied artwork



# A4 ARTWORK TEMPLATE

## INSERTED INTO A C5 WINDOWED ENVELOPE