



## Conquest Graphics 8.5x11 Letterhead (Letter Size)

Place this template in a separate layer  
in your layout program and delete or turn off  
before sending/exporting your file.

When designing multiple page documents,  
it is not necessary to provide your files  
in reader or printer spreads.  
Sending your project as individual pages,  
allows Conquest Graphics to easily create  
the spreads for you.

**Margin** →

For best results keep text and images that must  
be seen and read at least 1/8" from edge of page.

← **Bleed**

For borderless edges, extend images,  
photos and/or solid background colors  
1/8" beyond the edge of the page. This  
area (yellow) will be trimmed during the  
finishing process. It should not contain any  
information you intend to be seen or read.

**Trim** →

Edge of page.