

A4 Letter Design Guidelines

This short guide takes you through the step-by-step process to ensure your important text fits in correctly with imail's printing system.

Introduction

We've put together this easy-to-follow guide to help ensure you get your letters out the door quickly, effectively and looking the best they can. Please review this short guide before submitting your artwork.

Key information:

Your letter artwork should be sent as A4 (210mm x 297mm), with no bleed or print marks.

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05 Guides for additional A4 letters (front) highlighting print and safe areas

Please note:

Artwork should be supplied as a PDF. Resolution 300 DPI, CMYK with **no bleed or crop marks**

To avoid any delays in processing, artwork must be **flattened before submission**

Artwork file size should be **no larger than 3MB**



Artwork supply size 210mm
Print area 200mm

297mm
287mm

47mm

50mm

63mm

28mm

Mail mark

Address Box - 85mm x 37mm (NO PRINT AREA)

Safe area (best for text and important information) 180mm

180mm

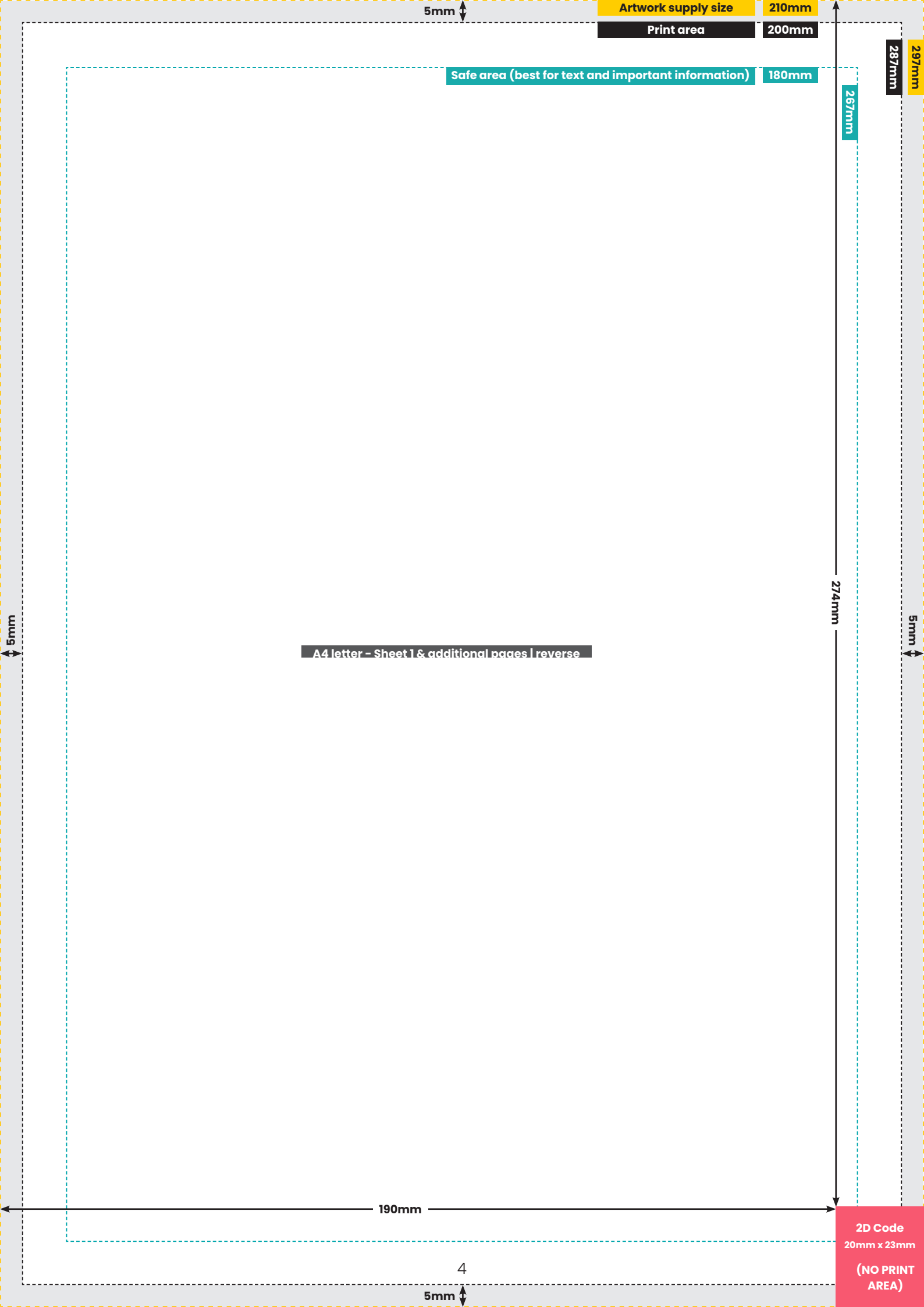
A4 letter - Sheet 1 | front

5mm

5mm

3

5mm



Artwork supply size 210mm

Print area 200mm

Safe area (best for text and important information) 180mm

267mm

287mm

297mm

274mm

5mm

A4 letter - Sheet 1 & additional pages | reverse

190mm

4

5mm

2D Code
20mm x 23mm
(NO PRINT AREA)

5mm

5mm

Artwork supply size

210mm

Print area

200mm

287mm

297mm

Safe area (best for text and important information)

180mm

267mm

5mm

A4 letter - Additional sheets | front

5mm

5mm