imail | comms
Transforming conversations

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.

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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.

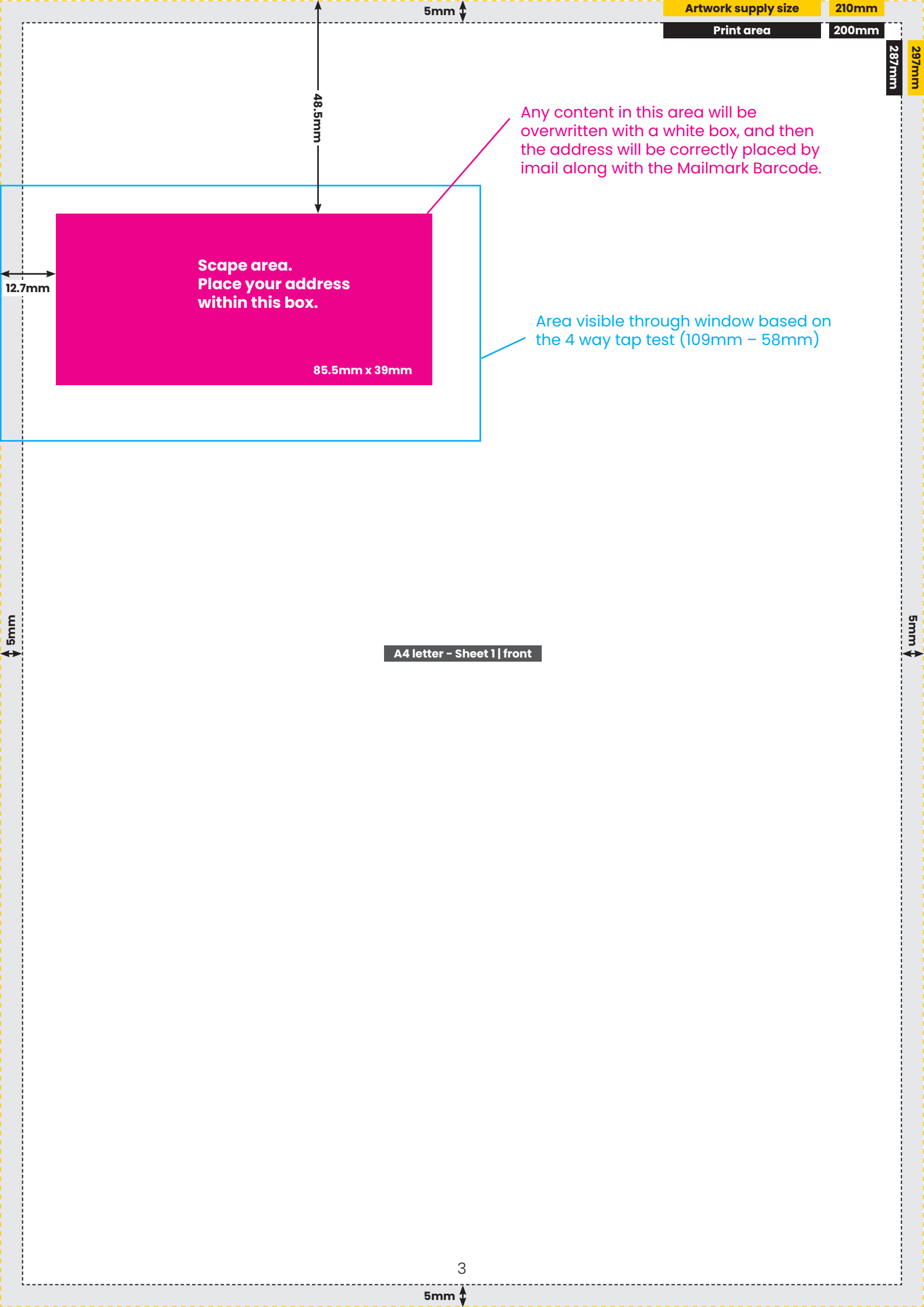
Contents:

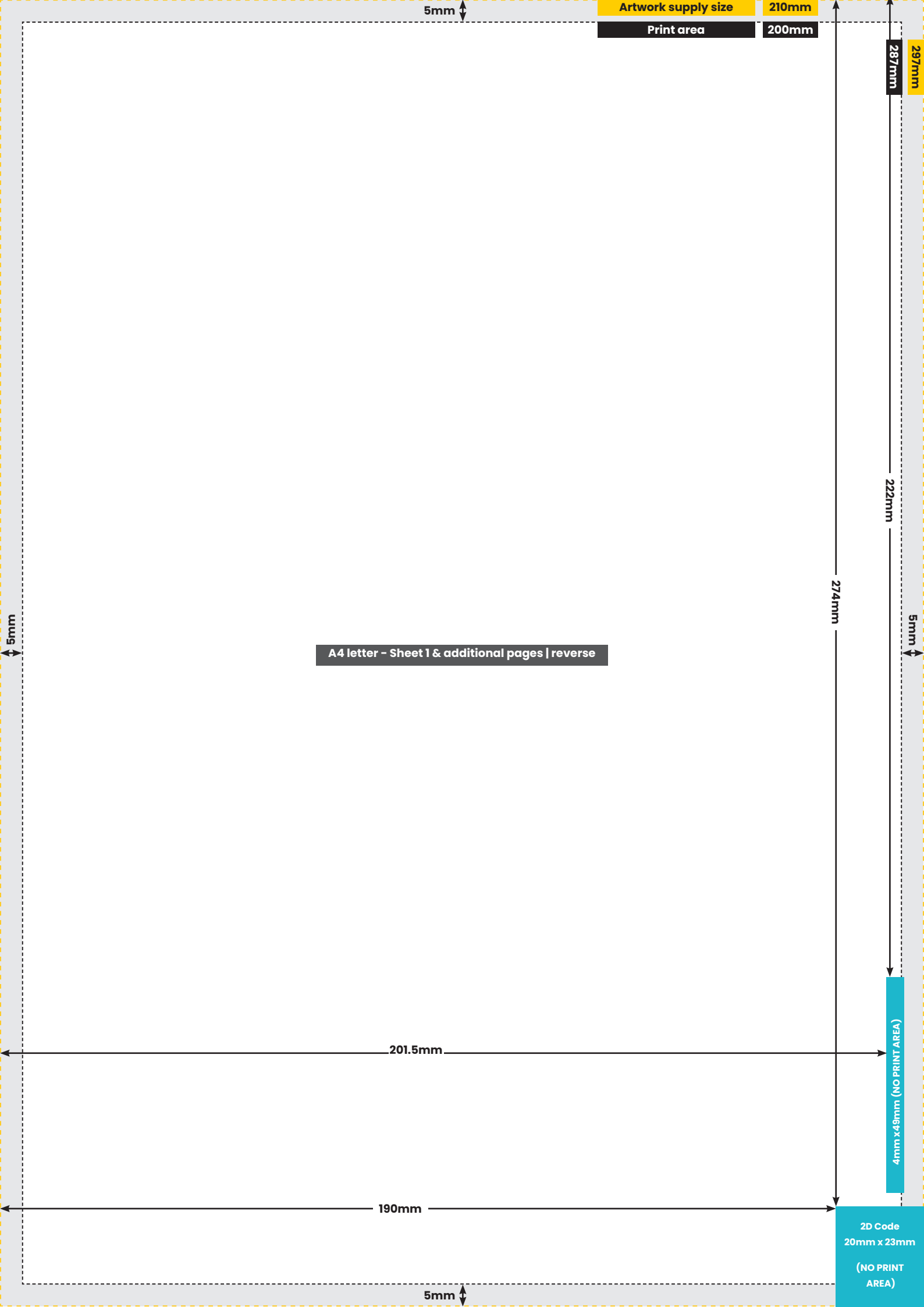
PAGE 03 A4 letter front (sheet 1), highlighting address box, print and safe areas

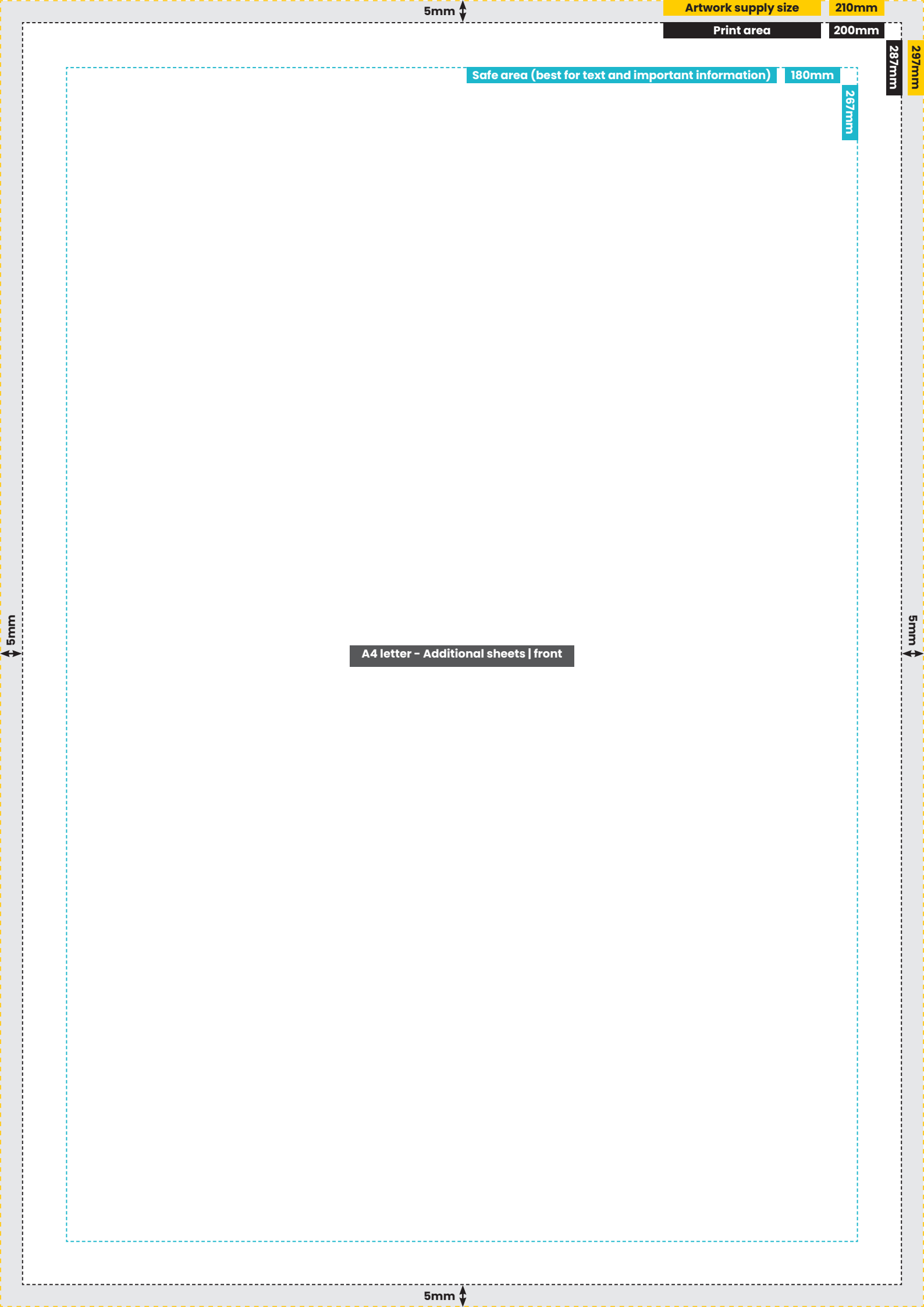
PAGE 04 A4 letter reverse (sheet 1 and additional pages), highlighting 2D code, print and safe areas

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

PAGE 06 A4 letter front (sheet 1), highlighting address scrape area and address placement


5mm
Artwork supply size
210mm
Print area
200mm
287mm
297mm
48.5mm
Any content in this area will be overwritten with a white box, and then the address will be correctly placed by imail along with the Mailmark Barcode.
12.7mm
Scape area.
Place your address within this box.
85.5mm x 39mm
Area visible through window based on the 4 way tap test (109mm – 58mm)
5mm
5mm
A4 letter - Sheet 1 | front
5mm


5mm
Artwork supply size
210mm
Print area
200mm
287mm
297mm
222mm
274mm
5mm
5mm
A4 letter - Sheet 1 & additional pages | reverse
201.5mm
4mm x 49mm (NO PRINT AREA)
190mm
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

Artwork supply size 210mm

Print area 200mm

297mm

287mm

5mm

48.5mm

340A

UKMail Derby
Unit F1 & F2,
Kingsway Industrial Estate,
Kingsway Park Close,
Derby
DE22 3FT

Your address can be place anywhere inside this scrape area. **Please note:** The final placement of your address will be moved to mirror this example on the left which includes a 2D barcode.

5mm

5mm

A4 letter - Sheet 1 | front

5mm