

# Letterhead

These instructions explain how to correctly prepare a print-ready file.

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## 1. FILE FORMAT

Send your file in PDF format in 1:1 scale (not password protected).

## 2. COLOURS

All files must be sent in CMYK (cyan, magenta, yellow, black) with the Fogra 39 colour profile.

RGB images or images with PANTONE colours will be converted automatically using a standard separation profile.

## 3. FONT, STROKES AND FRAMES

The minimum printable line weight is 0.5 pt.

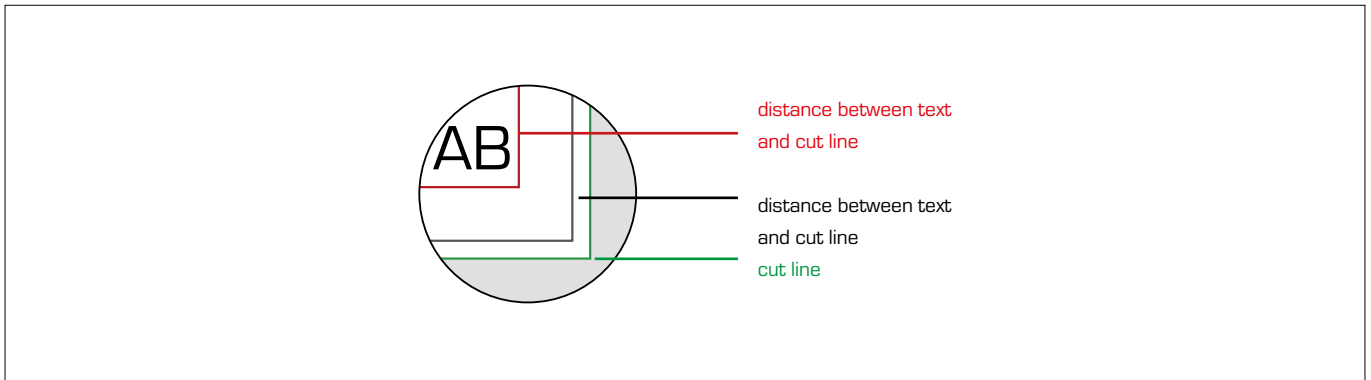
The minimum printable font size is 6 pt.

We do not advise placing frames and passepartouts along the edges, to avoid irregular cuts around the perimeter.

## 4. BLEED

1 mm per side.

We recommend placing text at least 3 mm from the cut line.



## 5. RESOLUTION

The optimal resolution for the print files is 300 dpi.