

A4

Unbound Collated Sheets

Portrait

210mm x 297mm

Bleed (3mm)

The bleed area extends 3mm beyond the edge of your finished document. Colours and images must extend beyond the edge of the document to prevent unwanted white borders around the edge of your finished document. Note that this 'bleed' will be trimmed during the finishing process so ensure that no important details are set up to print in this area

Safe Area (5mm)

It is recommended that your artwork is at least 5mm from the edge of the page if it is not meant to bleed off. Printed borders placed too close to the edge of a page may look uneven when the job is trimmed.

If you would like holes drilled in your collated sheets, please ensure that you leave a safe area of 20mm on the bound edge of each page.

Important: Anything beyond the white dotted line will be trimmed off

Remember: Content may be lost if insufficient space is left along the drilled edge so please leave 20mm minimum.



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20mm "Drilled edge" Safe Area

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