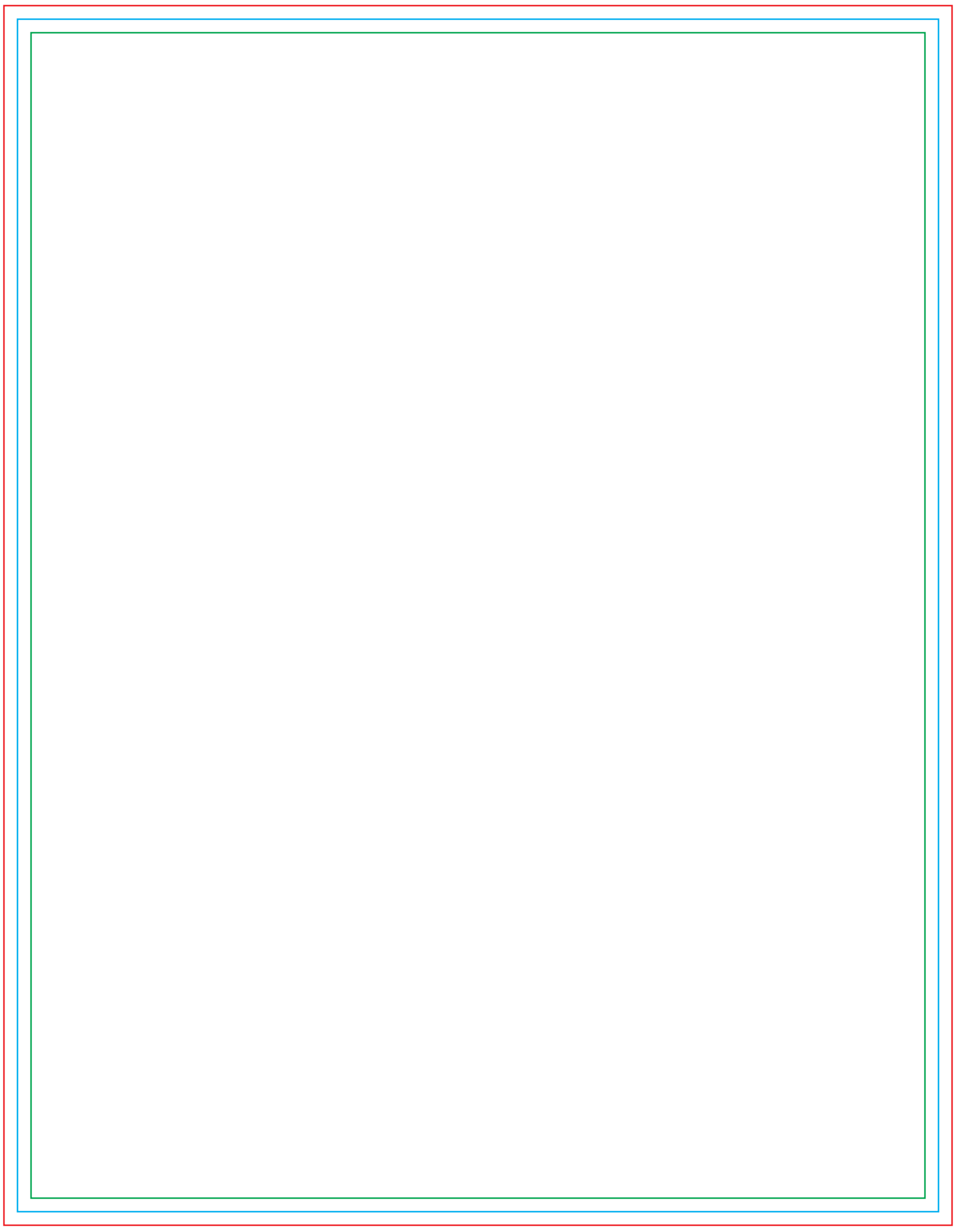
CVBF.COM
CENTRAL VALLEY BUSINESS FORMS
PRINTING \ DESIGN \ MARKETING

8.5" x 11" Letterhead



RED: BLEED LIMIT BLUE: CUT LINE GREEN: SAFE ZONE

Art must be centered to the art board
Art must have a bleed of 1/8" past the cut line if applicable.
Any text or important graphic elements need to be within the safe zone of 1/8" from the inside of the cut line.
Crop marks must be shown at the cut line on the art board. Do not use the printer settings to add crop marks.
Art board must be larger than the crop marks. Do not add colors bars or registration targets.
If a job is two sided: The second side must be in a separate file. files will be labeled FRONT and BACK respectively.
*If a job is multiple pages: One multi-page *.pdf is fine.*
**.pdf is our preferred file type, *.ai and *.eps is also acceptable.*
Document must be in CMYK color format
If PMS spot colors are to be used: Spot colors must be shown in the swatches pallet.
All text must be outlined.
Placed images (photos or other raster objects) must be embedded or supplied as separate files.
Put all art on a layer separate from this template.