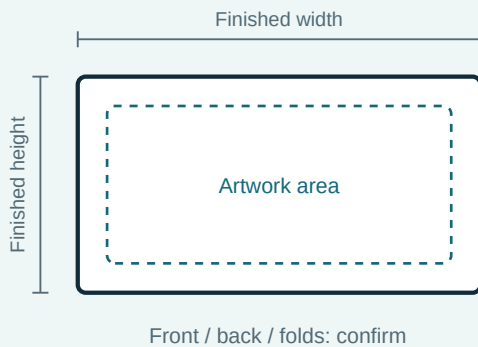


PRODUCT PLANNING GUIDE

Letterheads

Plan the artwork. Confirm the specification. Approve the proof.



Map your layout

Mark the finished size, sides and any folds. Keep important content away from trim and fold positions.

Schematic only - not to scale

Planning guide - request the confirmed production template before final export.

Before you send your artwork

1 Confirm your specification

Confirm stock, finish, sides and quantity.

2 Prepare the right file

Mark writing areas and any variable names, numbers or contact details in the artwork.

3 Review the final proof

Check spelling, contact details, QR codes and the front/back orientation.

Your brief

Dimensions + units

Material / variant

Position / sides

Quantity + versions

Artwork filenames

Required date / location

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<https://shahidadvertising.com/products/letterheads/>