



**Position punched holes**

**NOTE SHEETS**

210 mm

216 mm

## Template A4 for notepad with cover

Size: 297 x 210 mm



You can use this file as an extra layer in your layout programme.  
Do not forget to make our template invisible or to delete it before you save your final PDF, or JPG with high a resolution.

### Format size to be submitted (303 x 216 mm)

Finished size + 3 mm cutting margin (bleed)  
It is advised to let the background and all of the images run through to this edge.  
This ensures that your printing can be cut neatly and this prevents a white edge around your print.

### Finished size (297 x 210 mm)

Your printing will be cut on these dimensions. This format will be the final size.

### Safe zone (4 mm)

Please make sure you keep your important images and text 4 mm clear of the cutting edges. This prevents a possible cut in the important parts, or that the images are so close to the edge that it results in

303 mm

297 mm