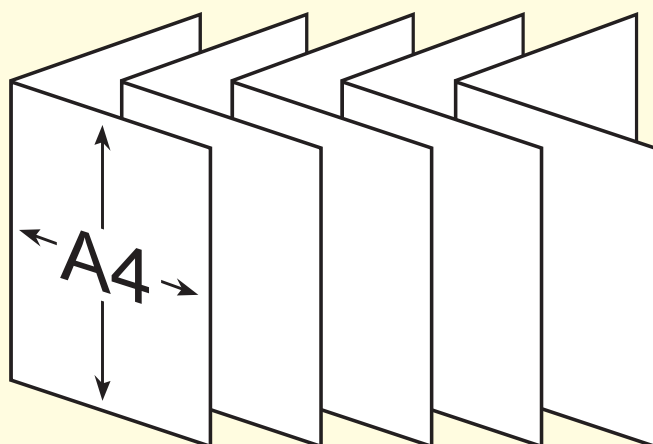


# A4 Booklets - Portrait

Paper size = 210mm x 297mm  
(Artwork size 216mm x 303mm including bleed)



Stapled booklets are made up of multiples of 4 pages - If you have an odd number please insert blank pages at convenient points throughout the document to bring the page count up to the right number i.e. 8, 12, 16, 20 and so on.

Please supply one document containing single pages in the correct order **NOT DOUBLE-PAGE SPREADS.**

**BLEED = 3mm on all sides**

If you want something to print right to the edge of the paper then please extend it beyond the edge by 3mm **(the red dotted line)**

**MARGINS = 3mm away from the edge**

Please keep all elements (except bleed elements) 3mm away from the edge of the page **(the blue dotted line)**



# A4 Booklets - *Landscape*

**Paper size = 210mm x 297mm**  
(Artwork size 216mm x 303mm including bleed)

**Stapled booklets are made up of multiples of 4 pages** - If you have an odd number please insert blank pages at convenient points throughout the document to bring the page count up to the right number i.e. 8, 12, 16, 20 and so on.

Please supply one document containing single pages in the correct order **NOT DOUBLE-PAGE SPREADS.**

**BLEED = 3mm on all sides**

If you want something to print right to the edge of the paper then please extend it beyond the edge by 3mm  
(the red dotted line)

**MARGINS = 3mm away from the edge**

Please keep all elements (except bleed elements) 3mm away from the edge of the page (the blue dotted line)



210mm

297mm