

8.5" x 14" Perforated Legal Template

8.5" x 14" LEGAL WITH PERFORATION PRINT GUIDELINES

— **PAGE SIZE:** 8.5" X 14"

— **SAFE ZONE @ .25"**

The dimensions of the letter portion of the perforated legal paper are the same as the standard 8.5" x 11" US Letter page. All critical elements of your letter must be inside the red line. Anything outside of .25" margins on every edge risks being cut off by the printer or being too close to the perforation. We recommend not using page borders because of the potential for the paper shifting during printing. Borders may appear uneven.

IMPORTANT

Be sure to hide or delete any of Chalk Line's guides before sending your letter to us, so that these guide lines are not printed.

PDF is our preferred file format.

We will accept the following formats, but we recommend requesting a PDF proof before the item is sent to production:

- » MS Word
- » MS Publisher
- » Apple Pages
- » Adobe InDesign
- » Adobe Photoshop
- » Adobe Illustrator

If sending one of these formats, please ensure your images are correctly embedded, and please upload any font files that you may have used that are not default system fonts.



- - - - **PERFORATION (AT APPROX. 11")**

— **SAFE ZONE FOR INSERT**

All critical elements of your insert must be inside the green line. Anything outside of .25" margins on every edge risks being cut off by the printer or being too close to the perforation. We recommend not using page borders because of shifting during printing. Borders may appear uneven.