

8.5" x 11" Letterhead

8.75" x 11.25" Bleed Size
Artwork should be submitted at this dimension to allow for trimming

8.5" x 11" Trim Size

8.625 x 11.125 min bleed edge

8.375" x 10.875" Safe Zone
Content this side of line

Recipient First Name
Recipient Last Name
Recipient Company
Recipient Address Line1
Recipient Address Line2
Recipient City
Recipient State
Recipient Postal Code

Customizable Message

Sender First Name
Sender Last Name
Sender Title
Sender Email
Sender Phone
Sender Address
Sender City
Sender State
Sender Postal Code
Sender Company

Image fields:



Create your own layout using any or all fields listed.
Do not include fields you don't need.

The letter you create may be one or two sided and use landscape or portrait orientation.

If you need additional fields it will require a custom template.
Please review your service package.



RTM Template Guideline

READY-TO-MAP

Name of Project:

This is a full list of standard fields (all fields may not apply to your artwork) - please use this form to note any default values, formatting or logic requirements along with your artwork to help us create the best product for you.

Recipient First Name
Recipient Last Name
Recipient Company
Sender First Name
Sender Last Name
Sender Title
Sender Email
Sender Phone
Customizable Message
Call To Action
Call to Action 2
Headline
Headshot*
Signature*
QR Code
Logo*

MAILING FIELDS

Address 1
Address 2
City
State
Postal Code
Country (by default this will not be included if the send is domestic only)

INCLUDED LOGIC

Additional logic to include - please note your preferences:

Greeting Preference
Other:

* Please note, your resources can NOT be stored on a secure server (https), we will not be able to access them.