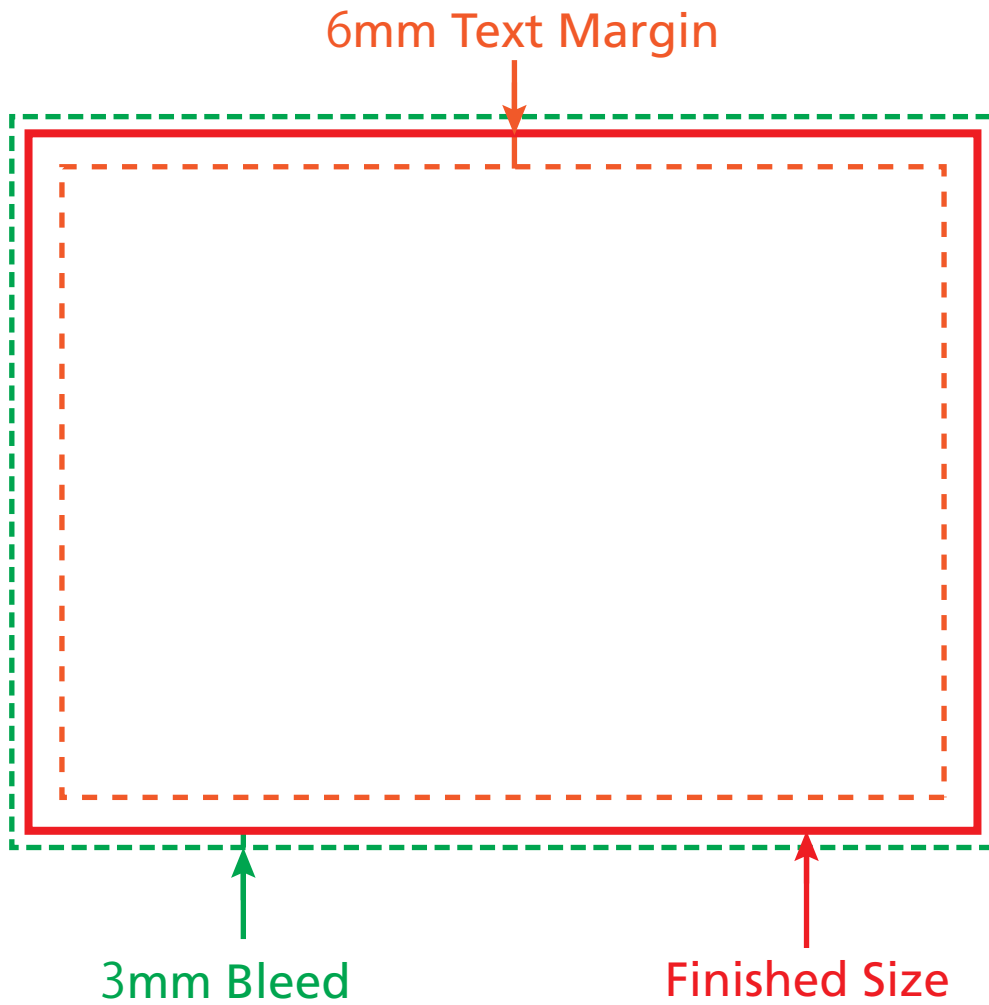




STATIONERY GUIDELINE



Size	Finished size	Bleed size	Text Margin
DL slip	210mm x 99mm	213mm x 102mm	204mm x 93mm
DL envelope	220mm x 110mm	223mm x 113mm	214mm x 104mm
C5 envelope	229mm x 162mm	232mm x 165mm	223mm x 156mm
A4 sheet	297mm x 210mm	300mm x 213mm	291mm x 204mm
B Card(400gsm)	90mm x 54mm	93mm x 57mm	84mm x 48mm
B Card(360gsm)	89mm x 54mm	92mm x 57mm	83mm x 48mm