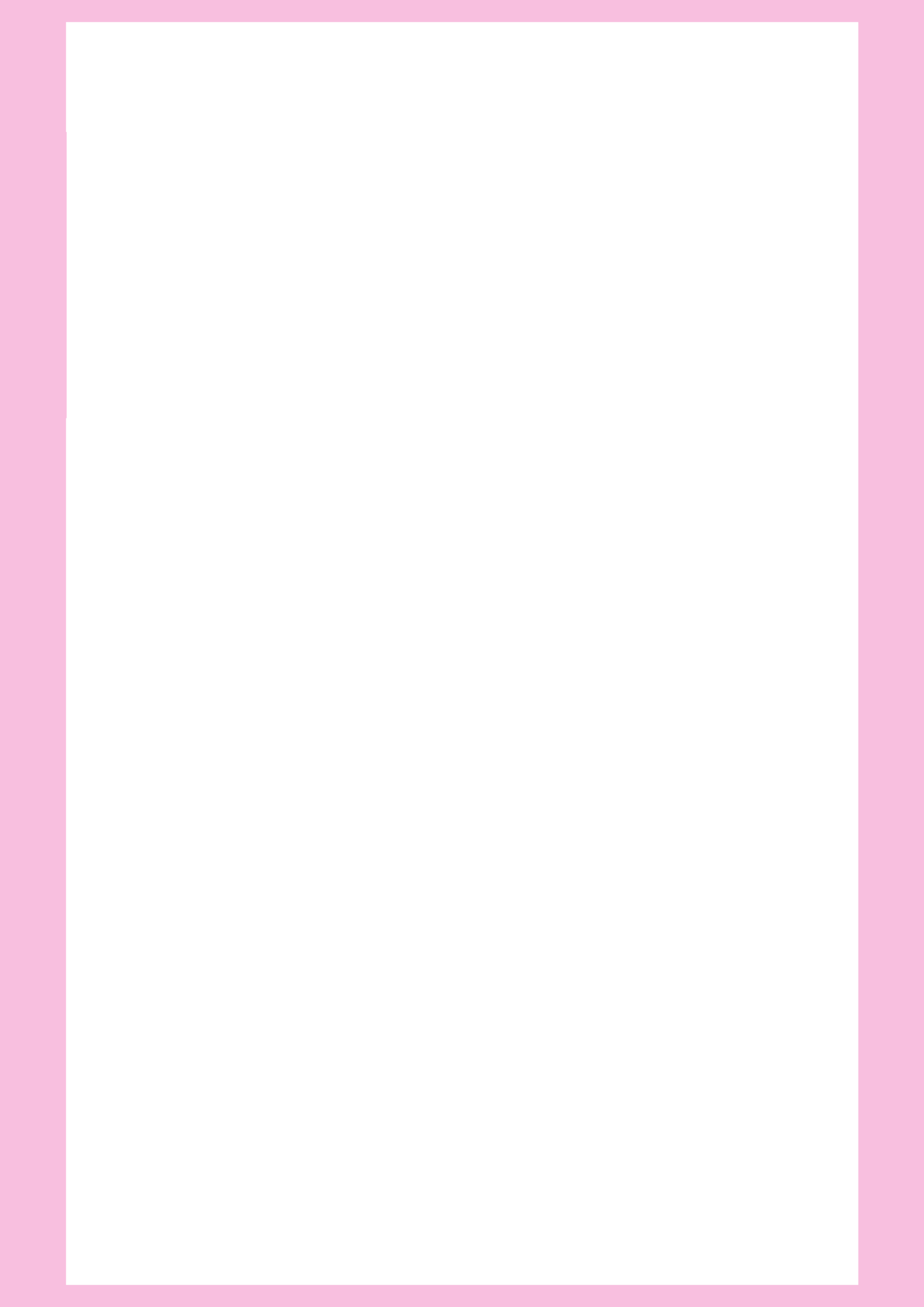


Letter specification template

Page 1 – instructions

1. Copy and paste the background image from this file into the first page of your letter.
2. Move the image until it covers the whole page – there should be no gaps between the pink zone and the edges of the page.
3. Right-click the image and select **Send to back**.
4. Make sure there is nothing in the pink zone – your content should only appear in the printable (white) area.
5. Delete the background image from your letter before you upload it to Notify.



Letter specification template

Page 2 – instructions

1. Copy and paste this background image from this file into the second page of your letter.
2. Move the image until it covers the whole page – there should be no gaps between the pink zone and the edges of the page.
3. Right-click the image and select **Send to back**.
4. Make sure there is nothing in the pink zone – your content should only appear in the printable (white) area.
5. Repeat these steps for all subsequent pages.
6. Delete the background image from your letter before you upload it to Notify.