To create an **85 x 55mm Business Card** document in Microsoft Word with bleed:

1. This image is slightly larger than 85 x 55mm and will allow you to create a Business Card with bleed.
2. The BLUE AREA is the BLEED AREA which will be cut off once all the printing has been finished.
3. The YELLOW AREA is the SAFE AREA where no text or important data should appear as this would be too close to the edge and there could be a risk of it being cut off. The outer edge of the YELLOW AREA represents the edge of the guillotined sheet.
4. Place your background images etc. right up to the edge of the sheet so that they overlap into the outer edge of BLUE AREA.
5. Make sure all text and important data is kept within the WHITE AREA.
6. Now make a copy of this document (to refer to if needed) and then delete this text and you are ready to get started.
7. When we receive your document we will remove the blue & yellow areas ourselves.