

## What do I legally need on my letterheads . . .

The legal requirement for the minimum information on a company letterhead is dependent upon the status of the business.

**Limited companies** must include the following information:

- Full registered company name.
- Company Registration Number and place of registration, e.g. Registered in England.
- Company Registered Address and if this is not the location of trading, the full business address.

You are not legally required to name Directors, however if you choose to name one Director then you must include all.

For the benefit of your business, you should include all contact details.

**Sole traders:**

You can trade under your own name or choose a business name. e.g. ABC Plumbing. If you choose the latter, then this name must appear on the letterhead together with the address of the business. This applies equally to business cards, order forms, invoices etc.

**Partnerships:**

The names of the Partners must be included on letterheads, receipts, order forms, invoices etc. together with the main trading address. If the list of Partners is too long to be included, then you should state where the list can be found in entirety.

Whatever the status of your business, a company letterhead is still an opportunity to impress or disappoint. So whilst we appreciate the necessary legalities be adhered to, there's no reason why it shouldn't look good! Ensure you represent the brand, aware that you will need to state the full name of the Limited Company elsewhere on the letterhead, offer points of contact and take the opportunity to include membership of any official bodies/accreditations, e.g. Investors in People, ISO etc. A printer may ask you for written confirmation of such membership/accreditation.

If your business letterhead changes on a frequent basis, consider including a code in order that only current issues get used by your office.

Whilst we embrace the improvements in digital print technology over recent years and indeed view digital print as an ideal solution for variable data documents, point of sale and small print runs, for reasons of quality we do not supply digitally printed letterheads.

