

## Getting the stationery right

The development of your brand and the design of your logo and stationery is an important part of your marketing strategy. Letters, invoices, mail shots, and statements are all forms of advertising.

### Limited companies

In designing the stationery of a limited company, you must consider the legal requirements detailed below:

#### Letters and orders

- Name of company
- Country of registration
- Address of registered office
- Company number
- Forename or initial and surname of **ALL** or **NONE** of the directors

#### Invoices

- Name and address of company
- VAT registration number

#### Cheques, official publications, and forms

- Name of company

#### Premises

- The name of the company must be displayed in a conspicuous position outside every office or place where business is conducted
- The address of the registered office has to be displayed prominently within the premises

### Limited liability partnerships (LLPs)

The requirements are very similar to those for limited companies:

#### Letter and orders

- Name of LLP (as it appears in its Incorporation Document Form LLP2)
- Place of registration
- Address of registered office
- Registered number
- The fact that it is an LLP

#### Invoices

- Name and address of LLP
- VAT registration number

#### Cheques, notices and official publications

- Name of LLP

## Premises

- Every LLP must paint or affix its name on the outside of every office or place in which its business is carried on - even if it is a member's home. The name must be kept painted or affixed and it must be both conspicuous and legible.

## Partnerships

Partnerships are required to state on letters, orders, invoices, and receipts, and to display on the premises, the names of all partners together with the principal office of the partnership. Alternatively, they must indicate where a list of partners may be inspected. Invoices must state the VAT registration number, where applicable.

## Sole trader

A sole trader operating under a business name must state on letters, orders, invoices, and receipts his or her own name and business address. Invoices must state the VAT registration number, where applicable.

**Do call us if you would like further help or advice on this subject.**