

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, email newsletters, 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, emails 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

This information must also appear on the company's website.

Invoices

Name and address of company

VAT registration number

Cheques, BACs payments, 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:

Letters, emails 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

This information must also appear on the partnership's website.

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.

Contact us if you would like further help or advice on this subject.