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Letterhead Design

The goal of a letterhead is to identify your company whenever you send out company correspondence. An effective letterhead design should encapsulate your company's personality or capture the essence of your company's purpose.

Keep It Simple

Keeping it simple is one of the most important steps in creating a letterhead design that effectively serves your company's needs.

Design a Readable Letterhead

The letterhead design will typically showcase the name of your company; therefore, your font choice is important. The font style, size and color are important to consider when you design your letterhead.

Graphics and Color

If you want an image or a graphic message in your letterhead, incorporate it into the design of the logo itself as opposed to placing an image randomly. A graphic that relates to your company and integrates well into the letterhead design is a more effective way to present.

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