



A guide to the  
**LEGAL REQUIREMENTS**  
of  
**Business Stationery**  
for  
**Limited and Public Companies (PLC)**  
**Partnerships**  
**Sole Traders/Proprietorships**

	Letterheads	Invoices	Order Forms
<b>LTDs &amp; PLCs</b>	Company Name	Company Name	Company Name
	Registered Office	Registered Office	Registered Office
	Address for service of documents if not registered office	Address for service of documents if not registered office	Address for service of documents if not registered office
	Registration Number	Registration Number	Registration Number
	Place of Registration	Place of Registration	Place of Registration
	Directors***	Directors***	Directors***

<b>Partnerships</b>	<b>Name of all partners*</b>	<b>Name of all partners*</b>	<b>Name of all partners*</b>
	Address for all service documents*	Address for all service documents*	Address for all service documents*
		VAT Details Reg. No. (if applicable)	

<b>Sole Traders/ Proprietorships</b>	<b>Company Name**</b>	<b>Company Name**</b>	<b>Company Name**</b>
	Name of Proprietor**	Name of Proprietor**	Name of Proprietor**
	Address for all service documents	Address for all service documents	Address for all service documents
		VAT Details Reg. No. (if applicable)	

\* Partnerships must state on letters, orders, invoices and receipts the names of all partners and the addresses of the principal office or alternatively indicate where a list of partners may be inspected. The requirement to disclose partners' names does not apply to firms with more than 20 partners, subject to certain requirements.

\*\* If as a sole trader you choose something other than your own name for the business, you will have to include your own name and the business address on all business letters, orders and receipts.

\*\*\* There is no need to list the names of the company directors, but if you do all must be shown.