

FACTSHEET 31

What Should My Stationery Show ?

Your business stationery should be designed to meet various legal requirements .

Limited Companies

Letters

- Trading name and full name of the company
- Company number
- Address of registered office
- Country of registration
- If directors names are to be listed then they must **all** be listed
- There is the option to show **none** of the directors names

Sales Invoices

- The name and address of the company
- The Vat registration number

Business Premises

Company law requires that the name of the company is to be displayed in an easily viewed position outside every premises where business is conducted from . Also the full address of the registered office should be on display within the premises .

Sole Traders

Letters , orders , invoices and receipted invoices must state the persons name together with the business address . In addition invoices must display the Vat registration number if applicable .

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Partnerships

Letters , orders , invoices and receipted invoices must state the names of all the partners together with the main office address for the partnership . There is an option not to list the partners but to indicate where such a list of partners may be inspected . In addition invoices must display the Vat registration number if applicable .

For further advice and before taking any action please give me a call .

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