

Newco Ltd

Newco Ltd
25 High St
Goodwood
Bigshire
GG2 3BB

Tel: 01111 111111

This is an example of a letterhead

The address above should be the address you trade from.

Your letterhead must also state the address of your registered office, and your company registration number.

If these are one and the same address then you need only show it once.

If it is not clear that the company is registered in the UK, you must add only one of the following statements:

? Registered in England

? Registered in England & Wales

? Registered in Scotland

? Registered in Northern Ireland