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Printing Letterhead

Letterhead is a common business stationary presenting a company logo and/or other information printed on a piece of paper. In North America, the most common size is Letter Size (8 ½" x 11") while the most common size is A4 (210mm x 297mm) in Europe and Asia.

Letterhead is commonly printed in 1 color, 2 or more spot colors, or 4 color process (full color) on 60# to 80# text weight paper stock or 20 to 24lb writing. Design can be creative by combining some other techniques such as foil stamping, die cutting, and so forth. Not all types of paper and design are suitable for imprinting especially by basic desktop laser or inkjet printers (e.g. textured paper or thick paper may cause paper jam), so make sure you are consulted by both of your graphic designer and print shop.

Letterhead is important for providing a good impression for your company. A set of nice letterhead & envelope will make your company looks professional.

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