

A N D R E W J E N K I N S

a s s i s t a n t m a n a g e r

1 8 / F C Y P R E S S G R E E N T O W E R

9 4 5 0 I N V E R N E S S D R I V E , P I Q U A , O H 4 5 3 5 6

a n d r e w @ g r e y s t o n e . c o m

( 2 2 0 ) 1 2 3 7 8 1 9

( 4 4 0 ) 1 2 6 7 5 1 9

G R E Y S T O N E . C O M

D EAR J O H N,

Aletterhead is the headingat thetop of a sheet ofletterpaper(stationery) .Thatheadingusually consists of anameandan

addre s s,andalog o o rcorpor a t edes i gn,ands omet imes a

background pattern.Theterm"letterhead"is often used to refer to thewholesheet imprintedwith suchaheading.

Many companies andindividuals prefer tocreate aletterhead

template in awordprocessor or other software application.This generallyincludes thesameinformation aspre-printed stationerybutwithout theadditionalcosts involved.Letterheadcan thenbe printed on stationery(orplainpaper)asneeded on alocal outputdeviceor sentelectronically.

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R E G A R D S,

M A N A G E M E NT