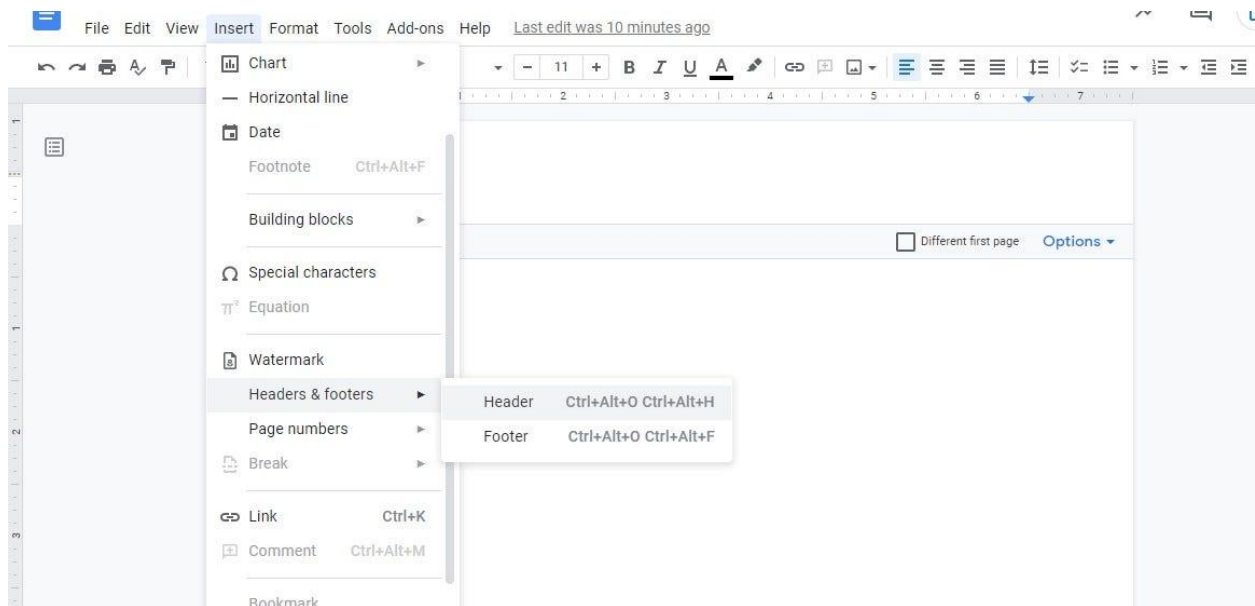


How to Create a Custom Letterhead in 5 Simple Steps

- **Step 1: Open Microsoft Word or Google Docs**

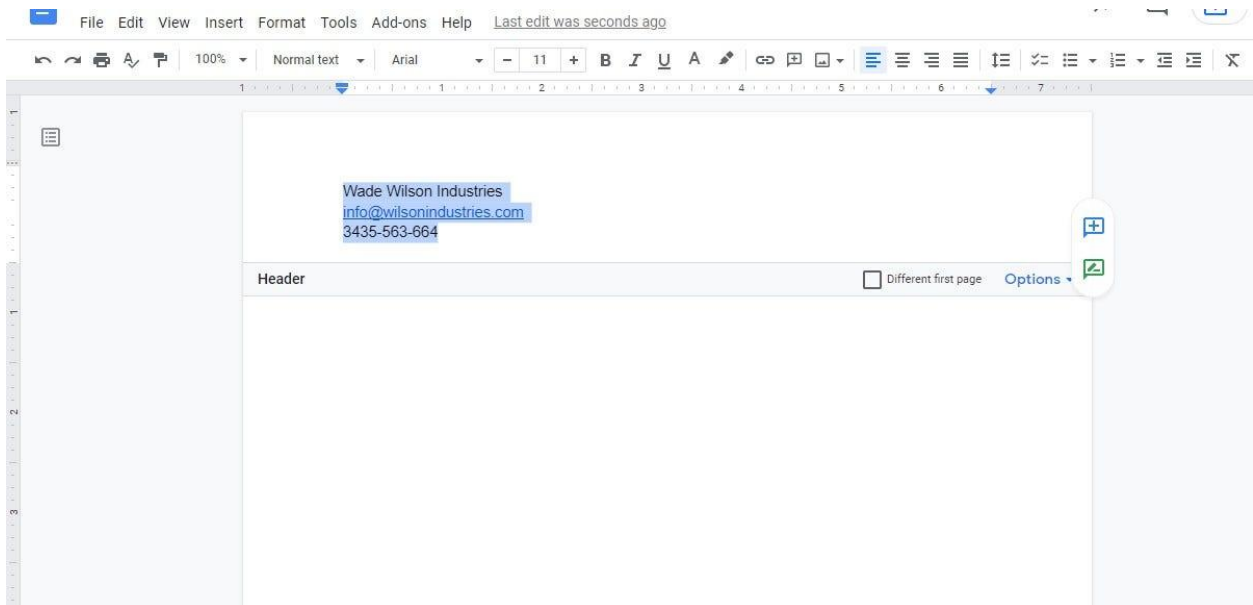
You can either choose Microsoft Word or Google Docs, depending on which of the two you're comfortable with. If you're a Windows user, MS Word is likely on your computer already. But if you prefer Google Docs, open your web browser and go to docs.google.com/document.

- **Step 2: Add a Header**



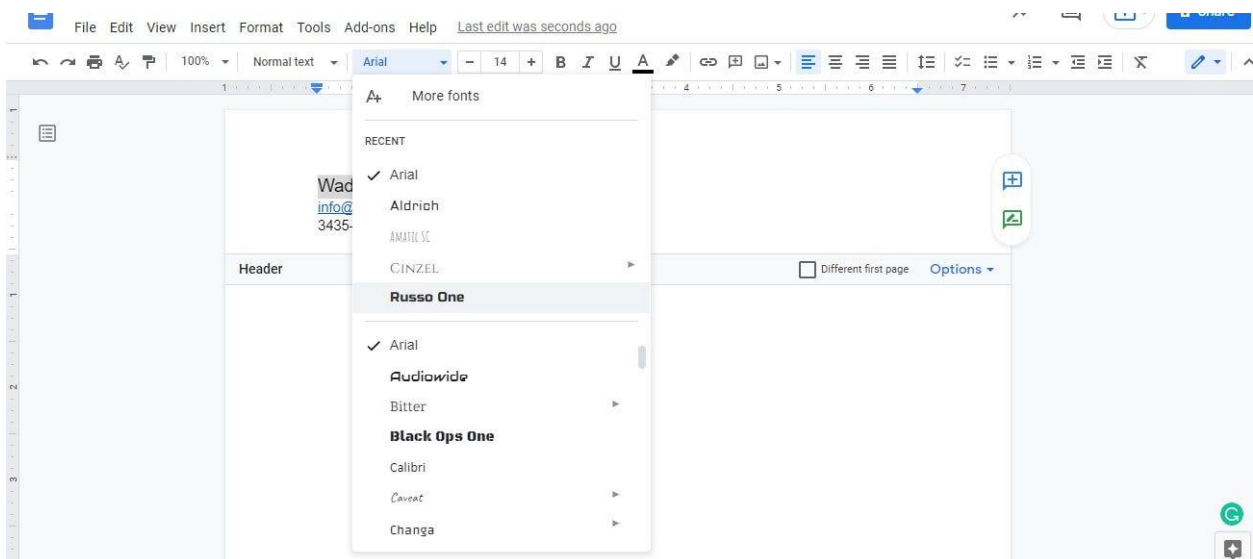
Once you've started a blank Word or Google Docs document, open the Insert drop-down menu. You can find it between View and Format. In the Insert drop-down menu, go to Headers & Footers then select Header to add a header in the blank document.

- **Step 3: Add Company Name and Contact Info**



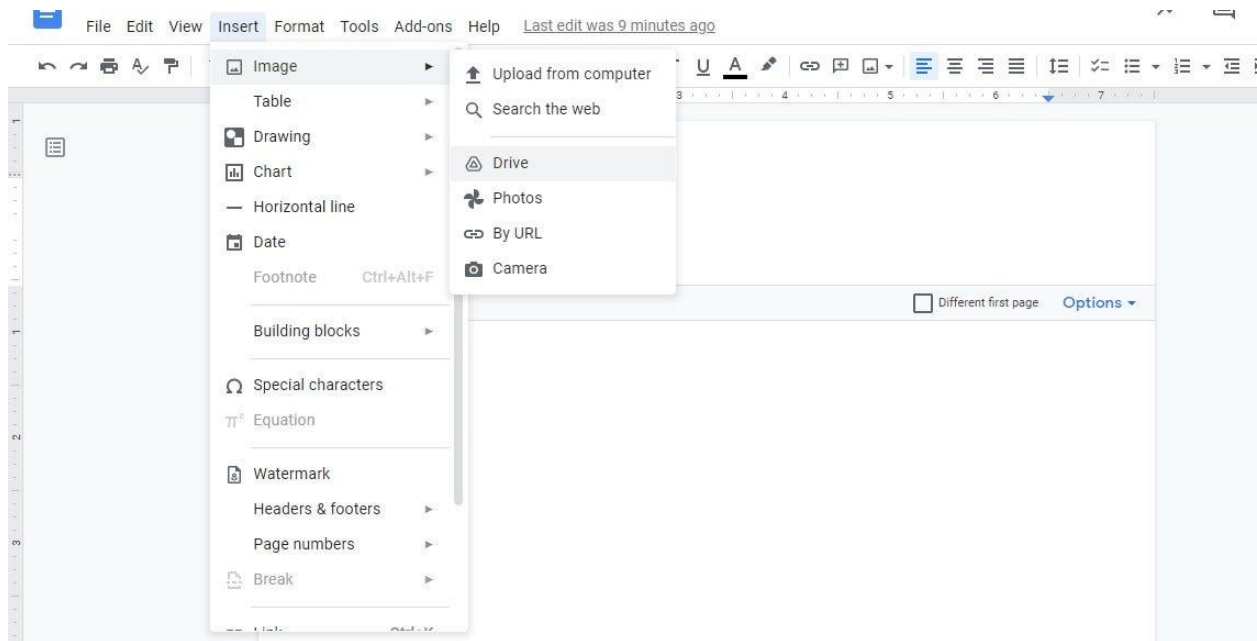
Now that your document has a header, add your complete company name as well as its general contact info. For the contact info, you should include your company's location address, email address, and contact number. If you have a website, you can include its official web address.

- **Step 4: Use a Decent Font Style for the Company Name**



Your company name needs to stand out on the letterhead. That said, use a decent font style for it. Choose a font style that's in line with your brand. MS Word and Google Docs offer a wide range of free font styles.

- **Step 5: Insert Your Official Company Logo**



Last but not the least, add your company logo to the letterhead. While your cursor is on the header, go to Insert and select Image or Drawing then choose a method of uploading/inserting your official brand logo. Once inserted, you can position it on top, beside, or on the opposite side of the company name.

What should I include in a business letterhead?

What you should include on a business letterhead are your full name/business name, mailing address, phone number, and email address. Those are essential information that helps customers to easily contact your company.

Should I use letterhead templates?

If you don't have the time to create letterheads from scratch, don't think twice to use letterhead templates. Many of them are free and they help you make letterheads in mere minutes.

How do I make my letterhead look legitimate?

It's easy to make your letterhead look legit. Just include your company logo and add detailed contact information. That gives the impression that your company is transparent and accessible to all.