



Letterhead Requirement Specifications

Preparing your Sign Quoting personalised software requires you to insert an embedded letterhead into the Quoting page areas of the program, under My Account/Manage Account. We need your help to supply the letterhead and logo to the following specifications. If you don't have facilities we can quote you on the preparation of these items, please advise. Contact letterhead@signquoting.com.au

Step 1 Letterhead



YOUR COMPANY NAME

a: Your address here
t: Your phone number here
f: Your fax number here
e: Your email here
w: Your website here

Pre-requisites:

Example: 197x25mm at 300dpi in Jpeg format web ready (supply one only) To this proportion sample shown not full size

We recommend logo appears top left of letterhead, as per our shown sample and please ensure you use our checklist. Additional letterheads are available and can be inserted into the software and quoted to suit your exact needs.

Checklist of what you should include on your letterhead: You may wish to include the following information:

1. Company name
 2. Address (full address including state and post code)
 3. Phone, Fax and Mobile and other numbers?
 4. Website and Email address
 5. Slogan / catch phrase
 6. ABN or ACN
 7. Any thing else you require
 8. Don't include a hairline on exported file Please Note: When exporting images as Jpegs lease insure you export the white area 'sized' around logo as above examples.
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