

COMPANY LETTERHEAD / INVOICING REQUIREMENTS

The official documents of a company are letterheads and invoices. Both these documents should contain the following information:

- If your company logo (usually on top of the letterhead somewhere) does not include the word "LTD", then at the bottom of the letterhead you need to state this. For example with this letterhead "Power Accountax" appears as part of the designed logo, however it does not include the word "LTD". Hence because it excludes Ltd, it will be regarded as a trading name.

Hence the following will need to be added "Power Accountax is a trading name of Power Accountax Ltd". As it appears on the bottom right of this letterhead.

The following details are also required:

- The company registration number. As with this letterhead it reads "Company number 4072414";
- Best practice to say where the company is registered. Hence should say "Registered in England";
- Best practice to state where the directors names can be found. Hence should say "A list of the company directors is available at the registered address"
- Need to state the registered address. This does not need to be prominent, and can appear even as one line. For example, "Registered Address: 8C High Street, Southampton, SO14 2DH".
- VAT number if applicable. You need to state "VAT registration Number: _____" If you have not received a VAT registration number yet, you can still raise normal VAT invoices, and you can state the following: "VAT registration number Pending."
- Normal contact information. You can put your normal address, telephone number, email, website and so on....

08704
42 32 22

Registered Office:
8C High Street
Southampton
Hampshire
SO14 2DH
Fax 08707 55 49 49
services@poweraccountax.co.uk
www.poweraccountax.co.uk

Power Accountax Limited
Company Number 4072414
Registered in England

Power Accountax is a trading name of Power Accountax Limited and is a subsidiary of The Power Solution Group Limited

A List of Directors is available at the registered Address

