Letterhead

The letterhead is an integral part of today's business communications. Your letterhead presents an image of you as an individual. This assignment provides you with an experience creating a letterhead for personal use. Use your imagination! Apply appropriate fonts, formatting, styles, etc. Careful layout preparation will greatly enhance the final product. To present a professional image, design your letterhead and business card in a similar manner.

Samples:

Luoksdina Insurance Agency
Life, Health, Automobile

JukaniPharmacy
A Biocompatible Company
Open 24-Hours
Tel: (006) 480-1500
Fax: (006) 490-1531
1890 College Lane
Houghton, MI 49931

Assignment:

- Using PageMaker as your page-layout tool, design a letterhead for the Portage Lake District Library. Use 8 ½ x 11 inches.
  - You must use your logo in the letterhead.
  - You must include name, address, and phone.
  - You can optionally include your email, web page, a favourite saying or quote.
  - Be creative. Your letterhead should stand out and be recognizable.

- Print your letterhead designs. If possible, use special paper.