Farm Letterhead Template

A farm letterhead template for planning the layout of a farm's business letters, so name, address, logo and contact details are consistent on every page.

Farm / unit: _____ Date: _____ By: _____

Farm name

Logo placement

Mailing address

Phone and email

Website address

Tagline

Color and font choice

Margins and spacing

Footer text

Version date

TIP Print a test page before ordering a batch, and use the same layout for invoices and notices.