

What you need:

- Good quality A4 paper

Instructions:

1. Fill in the spaces indicated with your company name, the addresses, the date and your text
2. In your printer settings, make sure colour is set to “Colour” and quality is set to “Quality”
3. Print, sign and send...don't forget to print a copy for your files, too

Epson Tip: only fill in those text blocks which always stay the same (like your address) and leave the rest blank. Then print out multiple copies to use as headed letter paper at a later date



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