



COMPANY STATIONERY POLICY

Company Stationery Policy

Brief and purpose

Our company stationery policy explains how as a Limited company we have the duty to abide by The Companies (Trading Disclosures) (amendment) Regulations 2009.

Scope

This policy refers to everyone in the company regardless of position or status.

Policy elements

As part of our operations, we must ensure our registered company name (**JRH support (Nottingham) Ltd**) is included on/at the following;

- All company notices and publications
- Registered office
- Bills of parcels, invoices, receipts
- All the company's order forms and business letters
- Business letterheads
- Company website
- All applications for licenses to carry on a trade or activity

There is an additional requirement to include the statement below (1), on all the company's order forms and business letters, business letterheads and the company website

JRH Support is a trading name of JRH Support (Nottingham) Ltd which is a limited company registered in England and Wales. Registered office: Clarendon House, Clarendon Park, Clumber Avenue, Nottingham, NG5 1AH, Company Number 10839371

Paul Battershall
General Manager