

Business Stationery Spec

Printing & Packaging

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Get a coordinated production spec for business stationery — letterhead, visiting cards, envelopes and folders — with paper, colours and finishing that look consistent and professional. Describe the set below.

Purpose of this tool & output

Letterheads, cards and envelopes done right

How the output is used

Use it to get letterheads, cards and envelopes right — a business stationery spec across stock, print and finish.

Important cautions

AI-generated spec; confirm with samples.

Companion documents

- Offset Printing Job SOP
- Paper / Stock Selection Guide
- Ink & Coating Selection Guide
- Make-Ready Reduction Plan
- Print Defect Troubleshooter
- Book / Booklet Printing Guide

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.