**Letterhead Assignment**

**Assignment**:

1. Look at the 25 examples of good design practice for letterhead: <http://www.pastemagazine.com/articles/2015/03/25-examples-of-excellent-letterhead-design.html>
2. Read the following article about creating your own letterhead: <http://www.creativebloq.com/graphic-design/letterheads-tips-11121378>
3. Create your own letterhead in Illustrator using the following settings: 8.5” x 11”, CMYK color mode, .25” margins since we are printing on a machine that cannot print bleeds.
4. Your letterhead must have artwork, your name, address, email, phone number, and be consistent with your business card to create a comprehensive impression for yourself.
5. When you are done, please print your letterhead to Phaser 7800/Gaia. Attach to this evaluation sheet and turn in.

**Evaluation:**

Printed Letterhead 0 1 2 3

Personal Information 0 1 2 3

Overall Design and layout 0 1 2 3

Application of article 0 1 2 3 4 5

Total \_\_\_\_\_/14