Letterhead Changes

Last Modified on 18/02/2026 2:10 pm AEST

Letterhead changes in StrataMax are performed only by the Support Team and will incur a charge of $100.00. To ensure that your letterhead displays correctly across all areas of the StrataMax system, we have established specific design guidelines that you should follow. The letterhead is the company information used in documents and reports that will provide to your owners who their strata manager is and consideration around the logo and contact information should be included within the design.

What is a StrataMax Letterhead?

This is a template for use in reports issued to Owners, Committees, Agents, etc. including:

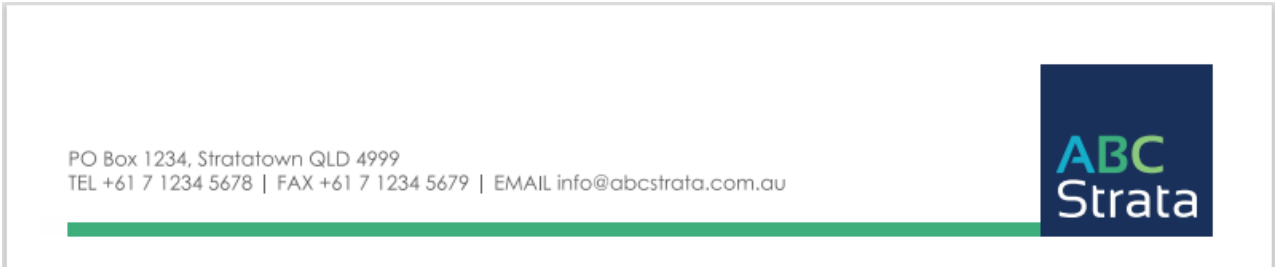
- Levy / Fee / Arrears Notices.
- Financial Statements.
- Merge Letters.
- Meeting Hub notices and minutes.
- Various other reports.

Requirements for Letterhead Design

- Please provide your proposed letterhead sample in a Microsoft Word document in A4 portrait-oriented with left and right margins set to 1cm, in the header only, with no footer.
- This Microsoft Word document should showcase the exact layout and formatting, including the correct fonts, font colors, font sizes, and ensure that all hyperlinks are deactivated.
- The height of your letterhead content must not exceed 4cm.
- The width of your letterhead content must not exceed 19cm.
- If your letterhead design includes logos or other graphics, we require a complete letterhead in vector format (e.g. Adobe Illustrator .ai). All text elements outlined (converted to objects) in the vector file. For assistance with obtaining your letterhead file in vector format, consult your graphic designer.

  Vector files are considerably smaller in size and a lot higher in quality. This provides a great report with less use of your data.

Example of how a vector format will display:



Example of how an image will display:



If you require any additional letterheads for selection in StrataMax, all separate designs must meet the above requirements.

How to Request a Letterhead

To initiate a letterhead change request, please send the completed request, meeting the above guidelines, in an email to support@stratamax.com.au. Our Support Team will ensure your letterhead aligns with our guidelines and is seamlessly integrated into the StrataMax system. If you have any questions or need further assistance, don't hesitate to reach out to our Support Team.