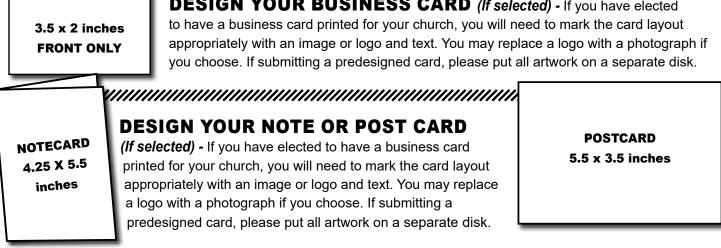
## **MINISTRY TOOLS**

Please mark corresponding boxes and write your choices on the ministry tool envelope.

Business Cards	Church #			
Note Cards	Church Name:			
Post Cards	Address:			
Brochures	Phone:			
🔲 16 x 20 Mosaic	Color of Frame:	Background Image #:		
	DESIGN YOUR BUSINESS CARD (If selected) - If you have elected			



## 

## DESIGN YOUR EASY BROCHURE OR VISITATION FOLDER

*(If selected) -* If you have elected an easy brochure/folder for your church, you will need to mark the brochure layout form appropriately with page numbers from your directory.

Page #	Page #	Page #	Page #	
			Not available with folder	
FRONT	BACK	INSIDE FRONT	INSIDE BACK	

## 

**DESIGN YOUR TRI-FOLD BROCHURE** *(If selected) -* If you have elected to have a tri-fold brochure printed for your church, you will need to mark the brochure layout form appropriately with photograph spaces and text. In the spaces reserved for your photographs, code the back of the photograph and place a corresponding number

Write	Write	Write	Write	Write	Write
Image #	Image #	Image #	Image #	Image #	Image #
FIRST FOLD	ВАСК	FRONT	INSIDE FRONT	INSIDE BACK	INSIDE FOLD

on the brochure layout form. You may replace a photograph space with text if you choose. Enclose the brochure layout with your church directory and mail at the same time as you mail the directory materials. If submitting a pre-designed brochure, please put all artwork on a separate disk.