AIM Double-Sided Case Document

Content Guide

We’ve created this guide to help you organize the content for your Case Document. This is a starting point with information that missionaries typically include. Replace the example information with your own.. **When you place your order,** you can **upload this document along with your photos, instead of** entering your content on the product page.

## FRONT PAGE:

## TEXT FOR TOP HEADER (with photo on left):

**Names:** John and Jane Smith

**Serving in:** Name of City/Country

## About Us:

**180 word maximum**

**Country to highlight on map:** Kenya

## Our Ministry (Right sidebar):

**Approximately 3-4 bullet points, two lines each**

## Contact (Lower Right sidebar)

**Phone:** 877-749-7475

**Email:** username@domain.com

**Website or giving page URL:** OurWebsite.com

**BOTTOM FRONT FOOTER DOES NOT CHANGE**

## BACK PAGE:

## Our Ministry:

**Approximately 100-120 words**

## Our Ministry Needs:

You can view the [chart options using this link](https://www.dropbox.com/s/9iu0lpghwfo2d0v/AIM-CaseDoc-Back-Options.pdf?dl=0). Please provide your financial numbers to work into each chart. Note: the only change for the Sending Account chart is your total amount. Two lines of text lists the details of your financial needs i.e. housing, transportation, etc. can be included below the graphic.

**Sending Account:** $35,000

**Monthly Ministry Costs:** $5,000 - please provide your breakdown of numbers, using the chart as an example. The pie chart can be divided into 6-8 slices.

## Quotes:

Please provide a testimonial or quote from a source.

## THREE WAYS TO JOIN OUR TEAM (FOOTER):

One or two sentences to explain how to connect.

**#1 Prayer Support**

One sentence to explain

**#2 Financial Support**

One sentence to explain

**#3 Connect with us**

One sentence to explain

## DESIGN NOTES:

This is an AIM-approved template, which means there is limited flexibility within the design. Please structure your content around the provided template. If you want to have a fully custom Case Document, we can do that however the AIM discount would not apply.

## PHOTOS AND RESOURCES:

**Note:** Photos should be 300 DPI. We prefer an uncropped version of your photo. Don’t have any location photos? No problem! We have a stock library to pull from and can include some in your designs. Make sure to include the city you serve in your Design Notes above to help with finding photos for the design.

**Instructions:** You can upload your images on the product page when you upload this document. Have an issue uploading files, use our [Dropbox](https://www.dropbox.com/request/TWs07BtZ5QGTwAdm98Nl) after submitting your order.

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### Ready to Order?

[Choose your options](https://commissioncreative.com/fundraising/case-document/) and upload this document.

**Still have questions?**

Email contact@commissioncreative.com or call 877-749-7475