FMC 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.

## **SINGLE-SIDED:**

## Text for Header (with photo on left):

**Name(s):** John and Jane Smith

**Email Address:** username@domain.com

## About Me / About Us: **140 word maximum**

About FMC: Provided by FMC for template

## Contact (Upper Right sidebar)

**Phone:** 877-749-7475

**Email:** username@domain.com

**Website or blog:** OurWebsite.com

## Fundraising (Right sidebar)

**Subtext: approximately 25 words**

**Monthly Budget: $X,XXX (**amount) and subtext details (i.e. housing, food, insurance, etc.)

**Launch Budget: $XX,XXX (**amount) and subtext details (i.e. housing, food, insurance, etc.)

**Giving link:** XXXXX@XXXXX.com

**BOTTOM FRONT FOOTER DOES NOT CHANGE**

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## **DOUBLE-SIDED:** front side

## Text for Header (with photo on left):

**Name(s):** John and Jane Smith

**Email Address:** username@domain.com

## About Me / About Us: **230 word maximum**

## Contact (Upper Right sidebar)

**Phone:** 877-749-7475

**Email:** username@domain.com

**Website or blog:** OurWebsite.com

## Photo and caption (Right sidebar)

**Please send photo**

**Caption: 15-20 word maximum (**2 short lines)

**BOTTOM FRONT FOOTER DOES NOT CHANGE**

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## **DOUBLE-SIDED:** back side

## My Mission / Our Mission: **Approximately 100-110 words**

About FMC: Provided by FMC for template

## Fundraising:

**Subtext: approximately 25 words**

**Monthly Budget: $X,XXX (**amount) and subtext details (i.e. housing, food, insurance, etc.)

**Launch Budget: $XX,XXX (**amount) and subtext details (i.e. housing, food, insurance, etc.)

**Giving link:** [XXXXX@XXXXX.com](mailto:XXXXX@XXXXX.com)

A Note of Gratitude:

An extra bit of text in order to send special thanks to potential donor’s consideration

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

A short sentence to explain how to connect.

**#1 Prayer Support**

One sentence to explain

**#2 Financial Support**

One sentence to explain

**#3 Connect with me/us**

One sentence to explain

## DESIGN NOTES:

This is an FMC-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 FMC 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 [WeTransfer page instead](https://commissioncreative.wetransfer.com/?to=contact@commissioncreative.com&msg=Files%20for%20order%20number) 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](mailto:contact@commissioncreative.com) or call 877-749-7475