Single-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.

## Header:

**Names:** John and Jane Smith

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

## Our Mission:

**Country to highlight on map:** Kenya

Short paragraph about you.

## Our Ministry:

Short paragraph about your ministry.

## Contact/Footer:

**Phone:** 877-749-7475

**Email:** username@domain.com

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

**Socials:**

## Our Ministry Needs (Charts):

Please provide your financial numbers to work into each chart. Two lines of text lists the details of your financial needs i.e. housing, transportation, etc. can be included below the graphic. Let us know if there is a type of chart you would prefer.

**Sending Account:** $35,000

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

## Ways To Get Involved (Right sidebar):

One or two sentences to explain how to connect.

(Example below)

**#1 Prayer Support**

One sentence to explain

**#2 Financial Support**

One sentence to explain

**#3 Connect with us**

One sentence to explain

## DESIGN NOTES:

Let us know your preferences for colors, fonts, number of photos, design style, etc. If you have a prayer card through use, we’ll design the case document to match the prayer card unless you tell us otherwise. We want to match your vision! But if you don’t know where to start, we can help.

## 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.

—————————————————————————————————————————————————————————

### 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