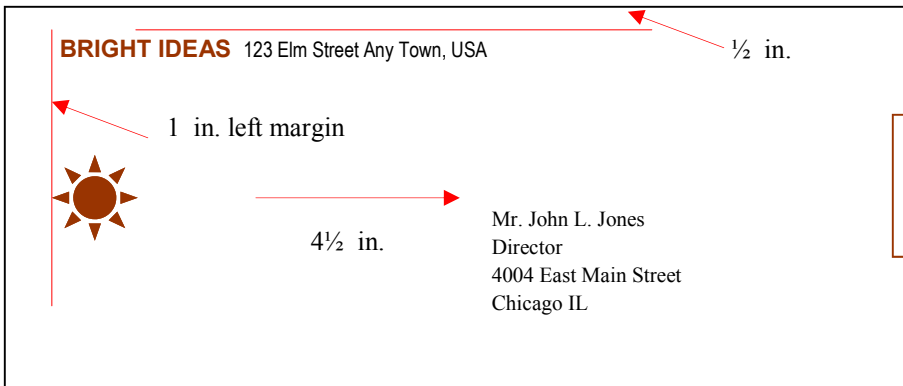


Business stationery is composed of a business card, letter head and #10 envelope.

Elements should be the same size on every piece, so design the business card first (the smallest piece).

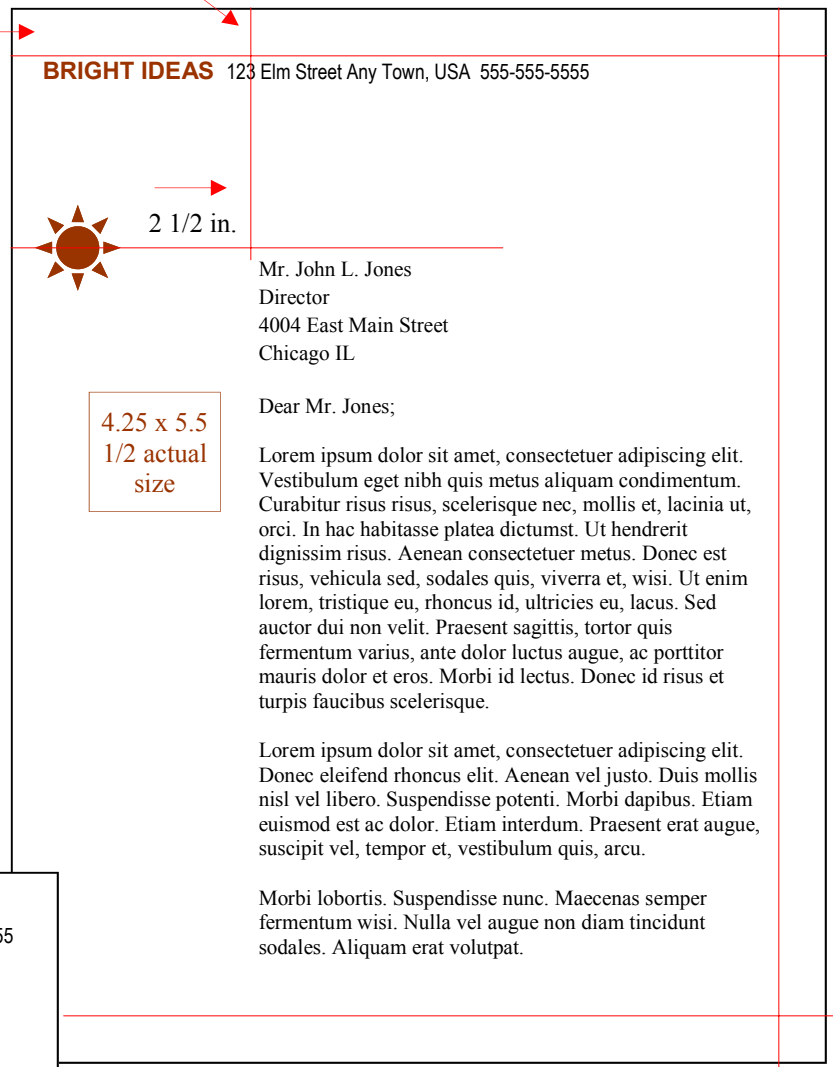
The logo should be the most prominent visual element which is achieved by floating it, in color, in a large area of white.



A #10 envelope is 4.12 x 9.5 inches.
This is a half size representation.

2 1/2 in.

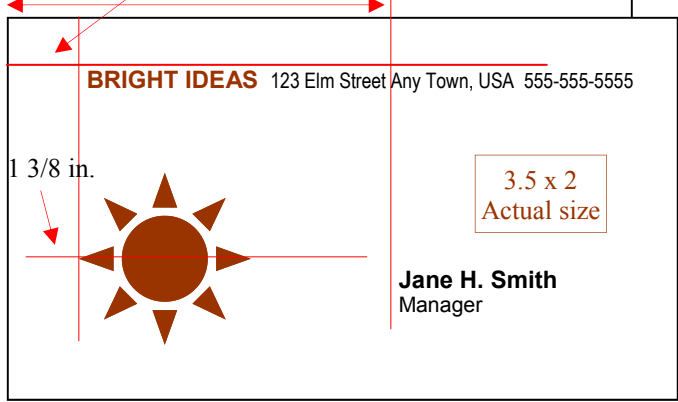
1 in. margins all around



4.25 x 5.5
1/2 actual size

In this sample I have used Arial Narrow, a better choice is Garamond Condensed Ultra for the Company Name, 8/9 points, Garamond Condensed Light for the address & phone. Garamond Condensed Bold for the name. It is an elegant font.

3/8 inch 2 inches



3.5 x 2
Actual size