

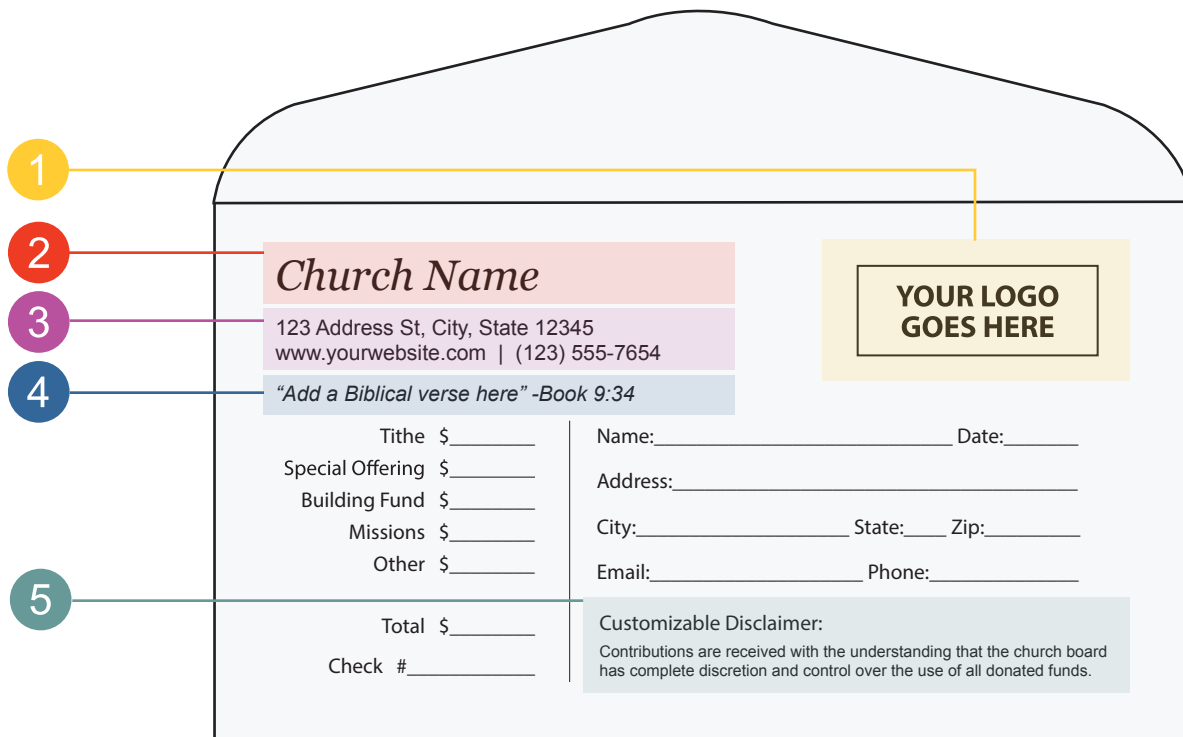
## DIY Donation Envelope Quick Start Guide

Create Personalized Tithe Envelopes using this Quick Start Guide. Use these envelopes in your church to collect tithes and offerings from your members during services. Follow each step to create your one-of-a-kind envelope especially designed for your organization.

Add your logo and edit the text to be as you would like it to appear on the envelope.

### FRONT SIDE

PRODUCT#: EN2000



The diagram shows the front side of a donation envelope with five numbered callouts:

- 1**: Points to the top flap of the envelope.
- 2**: Points to the *Church Name* section.
- 3**: Points to the mailing address, website, and phone number section.
- 4**: Points to the *"Add a Biblical verse here" -Book 9:34* section.
- 5**: Points to the Total \$ and Check # section.

The envelope layout includes the following sections:

- Church Name** (pink background)
- Mailing Address, Website & Phone Number** (purple background): 123 Address St, City, State 12345  
www.yourwebsite.com | (123) 555-7654
- Biblical Verse** (blue background): "Add a Biblical verse here" -Book 9:34
- Contribution Fields** (white background):
 

Tithe \$ _____	Name: _____ Date: _____
Special Offering \$ _____	Address: _____
Building Fund \$ _____	City: _____ State: _____ Zip: _____
Missions \$ _____	Email: _____ Phone: _____
Other \$ _____	
- Total & Check** (white background): Total \$ \_\_\_\_\_  
Check # \_\_\_\_\_
- Disclaimer** (light blue background): Customizable Disclaimer:  
Contributions are received with the understanding that the church board has complete discretion and control over the use of all donated funds.
- Logo Area** (yellow background): YOUR LOGO GOES HERE

**1 Upload Your Logo**  
This area is where your logo will be printed (if you have one).

**2 Add Church's Name**

**3 Enter Mailing Address, Website & Phone Number**  
Fill in the mailing address, your website and phone number in this section.

**4 Add a Biblical Verse (Optional)**

**5 Disclaimer**  
Add additional information disclaiming any specific information you wish.

Once you have placed your order, our art department will combine these elements to create a Digital PDF Proof for you to review. You will receive the proof within 1 business day. Once you have reviewed and approved the proof, we will begin production.

Need more help? Contact us! We would be happy to help you create your personalized tithe envelopes. Feel free to email us at [sales@gwprint.com](mailto:sales@gwprint.com) or communicate using the live chat feature on our website.