

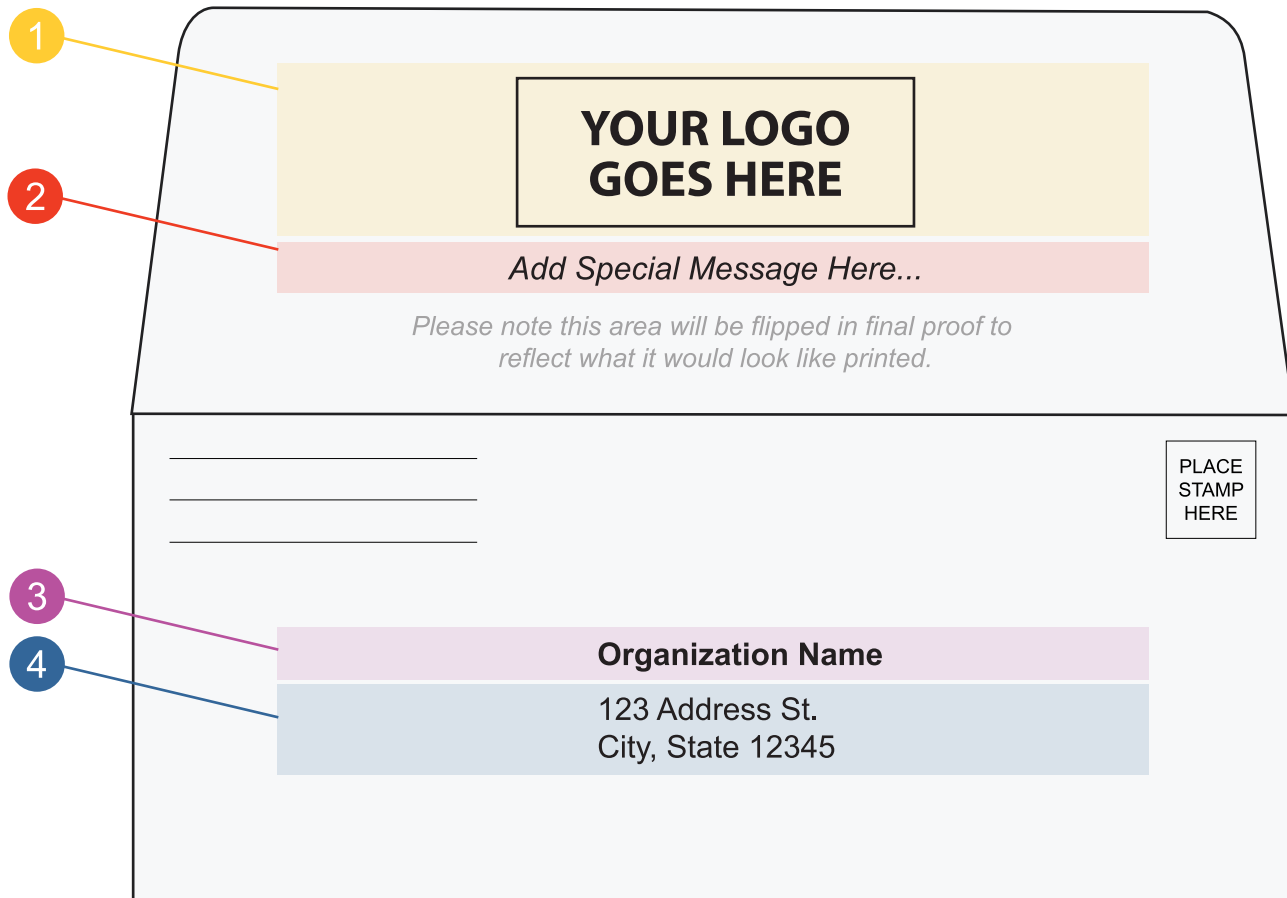
DIY Donation Envelope Quick Start Guide

Use these Remittance envelopes to collect check and credit card donations. Ideal for nonprofits, churches, or political campaigns.

Simply follow the steps below to personalize your own fundraising envelopes. Add your logo, choose options, and include text where applicable.

FRONT SIDE

PRODUCT#: EN3500



1

2

3

4

**YOUR LOGO
GOES HERE**

Add Special Message Here...

Please note this area will be flipped in final proof to reflect what it would look like printed.

PLACE
STAMP
HERE

Organization Name

123 Address St.
City, State 12345

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

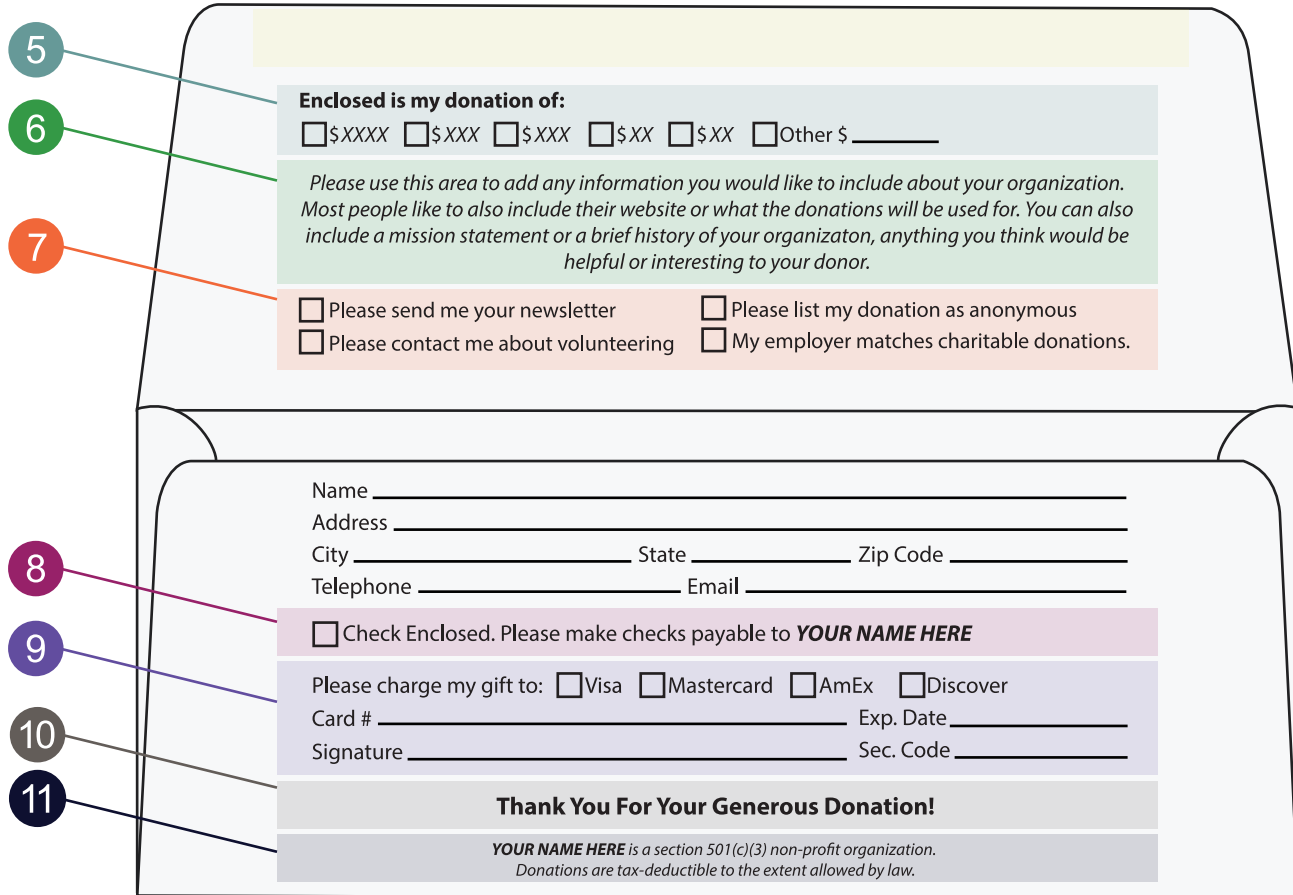
2 Add Custom Message
A section for you to add a custom message for donors. This is a perfect place for your tagline or website.

3 Enter Organization Name

4 Enter Mailing Address
Fill in the name of your organization and mailing address in this section.

BACK SIDE

PRODUCT#: EN3500



5 Enclosed is my donation of:
 \$XXXX \$XXX \$XXX \$XX \$XX Other \$ _____

6 Please use this area to add any information you would like to include about your organization. Most people like to also include their website or what the donations will be used for. You can also include a mission statement or a brief history of your organization, anything you think would be helpful or interesting to your donor.

7 Please send me your newsletter Please list my donation as anonymous
 Please contact me about volunteering My employer matches charitable donations.

8 Name _____
 Address _____
 City _____ State _____ Zip Code _____
 Telephone _____ Email _____

9 Check Enclosed. Please make checks payable to **YOUR NAME HERE**

10 Please charge my gift to: Visa Mastercard AmEx Discover
 Card # _____ Exp. Date _____
 Signature _____ Sec. Code _____

11 **Thank You For Your Generous Donation!**
 YOUR NAME HERE is a section 501(c)(3) non-profit organization.
 Donations are tax-deductible to the extent allowed by law.

5 Donation Amounts
Choose which dollar amounts to recommend to recipients.

6 Additional Information
Please use this area to add any information you would like to include about your organization. Many people include a mission statement or a brief summary of what donations will be used for.

7 Checkbox Options
Include checkboxes to add options for your donors. i.e: volunteering, newsletters, donate anonymously, etc.

8 Checkbox Options
Include checkboxes to add options for your donors. i.e: volunteering, newsletters, donate anonymously, etc.

9 Include Donations via Credit Card

10 Add Thank You Message

11 Add "Section 501(c)(3)" Disclaimer
This is used by nonprofits. If your organization is not a nonprofit then disregard this section.