The text you place here should be simple (max. 70 word count suggested) and should coordinate with the front of the card. You may use text from Outreach.com to coordinate with the card.

Adjust **<Line Spacing>** and/or **<Font Size>** as needed. **TIP:** To check your word count, highlight text in this box, go to **<Review>**, then click  **<Word Count>**.

# **THIS INFORMATION**

Needs to be easy to read!

**Should include event information,**

**service times, and benefits**

**of attending your church.**

Use Different: Fonts, Sizes, Bold

Add Lines to break up information

Adjust <Paragraph Spacing> if needed

Before printing, have at least (3) people proof



**Headline To Fit Across Top!**

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**Insert Street Map**

(insert JPEG or TIF) **or Written Directions**

Your Phone

Church Website

Church Name

Meeting Address

Here

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Church Name

Address City, State 00000

Do NOT put anything in this area except mailing information- the post office will reject your mailing.

NOTE the black line to the left of this area is REQUIRED by the Post Office - do NOT remove from the Template!



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After Reading - Delete Yellow Boxes

**Set Printer for LETTER SIZE PAPER**

**Stock size:** 8 1/2 x 11

**Outreach 1-800-991-6011**