BUSINESS CARD, LETTERHEAD & ENVELOPE PROJECT

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**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period \_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
| **BUSINESS CARD (40 pts.)** | **Score** | **Possible** |
| Logo |  | **4** |
| Name |  | **4** |
| Title |  | **4** |
| Address |  | **4** |
| Email |  | **4** |
| Website |  | **4** |
| Phone |  | **4** |
| Fax |  | **4** |
| Design |  | **8** |
| **LETTERHEAD (25 pts.)** |  |  |
| Logo |  | **5** |
| Address |  | **5** |
| Phone |  | **5** |
| Fax |  | **5** |
| Design on Top & Bottom of Page |  | **5** |
| **ENVELOP (25 pts.)** |  |  |
| Logo |  | **6** |
| Return Address |  | **6** |
| Send Address |  | **6** |
| Design |  | **7** |
| **DESIGN FLOW (10 pts.)** |  |  |
| All 3 pages flow and work together |  | **10** |
| **Total Score** |  | **100** |

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BUSINESS CARD, LETTERHEAD & ENVELOPE PROJECT

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**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period \_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_**

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| **BUSINESS CARD (40 pts.)** | **Score** | **Possible** |
| Logo |  | **4** |
| Name |  | **4** |
| Title |  | **4** |
| Address |  | **4** |
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| Website |  | **4** |
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| **LETTERHEAD (25 pts.)** |  |  |
| Logo |  | **5** |
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| Design on Top & Bottom of Page |  | **5** |
| **ENVELOP (25 pts.)** |  |  |
| Logo |  | **6** |
| Return Address |  | **6** |
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| **DESIGN FLOW (10 pts.)** |  |  |
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| **Total Score** |  | **100** |