Business Stationary and Logo Design Handout

Logo Design

- Create a logo on your computer using teacher-recommended or industry-standard software.
- The logo should be no larger than 3 x 3 inches.
- This logo will be placed on your business cards, letterhead and envelope.
- Read more on logos, and view a few well-known logos online (as per teacher recommendation).

Business Card Design

- Open your publishing software.
- Choose a business card style.
- Click on "Create."
- Choose appropriate font, style, and color, etc., based on design elements and principles, and add this information to your card.
- Place your logo somewhere on the card.

Letterhead Design

- Open your publishing software.
- Choose a letterhead style.
- Click "Create."
- Fill in and adjust the information on the page, and place your logo somewhere at the top.
- It is recommended that all information and logo go at the top or on the side, leaving room to write a letter on the rest of the page.

Envelope Design

- Open your publishing software.
- Choose a business card style.
- Click "Create."
- Your name and address belong in the top left corner.
- Your logo belongs on the left side.
- Leave room to write the "to" address in the middle section of the envelope and for the stamp to be placed in the top right corner.

Completion Project

- Print out your business card, letterhead and envelope with your logo on them.
- Write a brief description of your logo design, including how you designed and created it.
- Tape or glue each of these above items to a poster board or presentation board for classroom presentation.