You are creating a 3-fold brochure for your business. Using the template that Ms. Kieninger has provided for you on her website you will use the program ***Microsoft Publisher.*** You will be able to insert and edit the colors, font, shapes, images etc. (anything you want to add to make it interesting.) Ms. Kieninger will also have past brochures that students have created as examples for students to draw inspiration from.

<http://cerosecomputers.weebly.com/web-presentation-and-business-design.html>

Requirements for the brochure:

1. Company Name
2. Company Logo
3. Company Motto
4. Company Mission Statement
5. Appropriate pictures of you and your partner (if you have one.)
6. Location of the company: Address, Phone Number, Email Address, Web Page or Social Media Address (Twitter, Facebook, etc.) If online provide the link to your webpage.
7. Easy to read text and sections
8. Consistent (same type of) style as your business card.
9. When someone looks at the brochure do they know what company they are looking at?
10. An “About Us” section with a description of each of your ‘employees.’ (Use same info from your website.)