

NAME _____

DATE _____



PLANNING FORM

W-2

Team Envelope

Creating business stationery

Instructions

Use this form to help sketch two possible envelope designs for your team. In the top left-hand corner of the envelope, be sure to include: *Team Name and Logo; Field, Arena, or Stadium Name; Address, City, State, and Zip Code.*

Design 1

PLACE STAMP HERE

Note: Envelope window and stamp placeholder are shown for reference only.

Design 2

PLACE STAMP HERE

Note: Envelope window and stamp placeholder are shown for reference only.