

Chapter 5 Entrepreneurship

Section 5.2 The Business Plan




Technology Design Stationery

Directions You are starting a new mobile car-washing business. You have completed the market research and business plan. Now you need a design for stationery. Using a word-processing program, follow the steps below to design stationery for your company.

1. Start a word-processing program.
2. Type your business name at the top or bottom of the page using a bold font. The business name should be about two sizes larger than your regular font. A 16-point font is recommended. Be as creative as you like, as long as the result is still easy to read.
3. Type your business address. You may type it all on one line, or on multiple lines, as you would when addressing a letter. On the lines beneath this, include a phone number, fax number, e-mail address, and Web site address. (Use your own or make up the information.) Add graphics or illustrations, if desired.
4. After creating your stationery, save your work.

A sample is provided below.

Mobile Car Wash	
Unlimited	
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333 Vehicle Avenue, Car City California 92111 Phone: (310) 555-1212, Fax: (310) 555-1213, mcwu@mynewbusiness.com	