

Task Nine – Produce Designs for the Output Format

You must now design 'rough plans' showing how you want the finished printout that will be given to customers, to look. Once again you will only achieve top marks if you have provided three alternative designs and justified how and why you have chosen the best one.

Your output design should be at least two of the following:

- A mail merge letter to customers
- A Holiday Booking confirmation form.
- An invoice
- A monthly customer review report

All work must be fully annotated with clear explanations to the designs used and why these are good/bad.

Area	1 Mark	2 Marks	3 Marks	4 Marks
Produce Designs for the output format	Produce an appropriate design for the output format	Describe alternative appropriate designs for the output format	Describe alternative appropriate designs for the output format. Justify their choice of design for the output format	