

## INSTRUCTIONS - Personal Handwriting Font & Signatures

**You can purchase your Handwriting Font/Signature Packages online in the Campaign Store.**

The Handwriting font package includes **only ONE** of the following: **A)** Handwriting Font + 4 Signatures, or **B)** up to 10 Signatures. Both forms are included here. Please, only fill out and submit the appropriate form (not both, unless you're purchasing multiple font/signature packages)

**If you have NOT already purchased** the Handwriting Font or Essentials Pack prior to submitting, please mark the box **"CHRG"** (at the top of the form) and we will charge your credit card on file when the form is received.

**If you HAVE ALREADY paid** for your font (or you've purchased the Essentials Pack) please mark the box (at the top of the form) **"PAID"** so we may confirm prior to processing your form.

### IMPORTANT! For best results:

- **Print out these forms in color** - the boxes should be pink/magenta
- **Use a BLACK pen. Medium or bold point (1.0mm) is best.** Do not use marker, sharpie or fine point  
- NOTE: Make sure your pen has good ink flow before filling out the form
- **Printed handwriting turns out better than cursive**, as cursive connections will not always match up  
- NOTE: This does not apply to signatures - use your natural signature
- **Do not write or print anything on the back of the form**

### Handwriting Font Instructions

- A- **Review the attached "Sample Form" for reference.** If you make a mistake you can cross it out and put the character in one of the extra boxes.
- B- **Stay inside the red lines**, as these will be erased. Anything on or touching will also be erased.
- C- **Keep all your characters proportional to each other.** Use the tick marks as guides if needed but use your natural writing style.
- D- **Some punctuation is optional:** If you don't want/need a particular character you can substitute something else for that keystroke (i.e., smiley face, initials, heart, foreign character).
- E- **Make sure your form is complete.** Missing characters or unclaimed signatures can not be submitted once your form is received for processing.

### How to submit your Font/Signatures

**It is recommended you email your scanned form to [MyFont@sendoutcards.com](mailto:MyFont@sendoutcards.com).** Please include your Name, SendOutCards account number, and if you previously paid for your completed form or if you need to be charged. **FOR BEST RESULTS Scan your form at 200 DPI or greater.**

You can also mail your forms in a flat, letter-size envelope. If you have to fold your form(s) for mailing, please try to fold over red or white (non-handwritten) parts only. Mail completed forms to: SendOutCards, 5533 W Hammerfest Drive #306, South Jordan, Utah 84009

**Your Font/Signatures will post to your account within 7-10 business days of being received.** If you have any questions please contact SendOutCards Support.

# EXAMPLE

A	B	C	D	E	F	G	H	I	J	K	L
M	N	O	P	Q	R	S	T	U	V	W	X
Y	Z	a	b	c	d	e	f	g	h	i	j
k	l	<del>m</del>	n	o	p	q	r	s	t	u	v
w	x	y	z	!	"	#	\$	%	&	'	(
)	*	+	, comma	- hyphen	. period	/	0	1	2	3	4
)	*	+	,	-	.	/	0	1	2	3	4
5	6	7	8	9	:	;	<	=	>	?	@
5	6	7	8	<del>9</del>	:	;	<	=	>	?	@
[	\	]	^	_underscore	`accent	{	•	}	~ tilde	redo	redo
[	\	]	☺	_	`	{	•	}	~	m	9

SIG1 John Doe

SIG2 Julie Doe♥

SIG3 John & Julie  
Sarah and John Jr.

SIG4 The Doe Family



# HANDWRITING FONT & 4 SIGNATURES FOR YOUR SENDOUTCARDS ACCOUNT

PAID

CHRG

Your Name \_\_\_\_\_

Your User ID# \_\_\_\_\_

Mark Appropriate Box

Please read attached instructions before filling out. No refunds or redo's allowed after form has been received.

A	B	C	D	E	F	G	H	I	J	K	L
M	N	O	P	Q	R	S	T	U	V	W	X
Y	Z	a	b	c	d	e	f	g	h	i	j
k	l	m	n	o	p	q	r	s	t	u	v
w	x	y	z	!	“	#	\$	%	&	'	(
)	*	+	, comma	- hyphen	. period	/	0	1	2	3	4
5	6	7	8	9	:	;	<	=	>	?	@
[	\	]	^	_underscore	`accent	{	•	}	~ tilde	redo	redo

SIG 1

SIG 2

SIG 3

SIG 4

 **UP TO 10 SIGNATURES** FOR YOUR SENDOUTCARDS ACCOUNT

PAID

CHRG

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Your SOC account

Mark Appropriate Box

Please read attached instructions before filling out. No refunds or redo's allowed after form has been received.

SIG 1

SIG 2

SIG 3

SIG 4

SIG 5

SIG 6

SIG 7

SIG 8

SIG 9

SIG 10

Email form to [myfont@sendoutcards.com](mailto:myfont@sendoutcards.com) - Your font/signatures will post to your account within 7-10 business days.