# *Promptings* powered by *S*ENDOUTCARDS<sup>®</sup>

## **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. 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.



## HANDWRITING FONT & 4 SIGNATURES FOR YOUR SENDOUTCARDS ACCOUNT

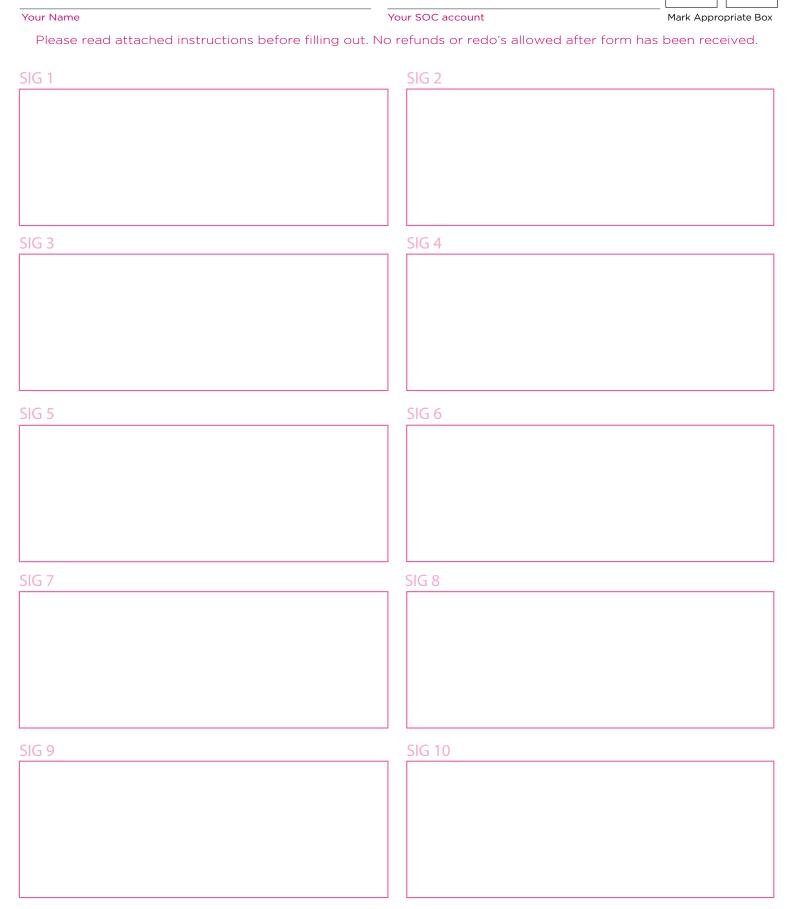
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Email form to myfont@sendoutcards.com - Your font/signatures will post to your account within 7-10 business days.

## ${ \ensuremath{ / \hspace{ -1.5mm} / \hspace{ -1.5mm} }}$ up to 10 signatures for your sendoutcards account

PAID





Email form to myfont@sendoutcards.com - Your font/signatures will post to your account within 7-10 business days.