Personal Handwriting Font & Signatures INSTRUCTIONS

READ THIS FIRST:

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

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

If you HAVE ALREADY paid for your Handwriting Font/Signatures package, please mark the **"PAID"** box (at the top of the form) so we may confirm and begin processing your form.

IMPORTANT TIPS 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** as it may bleed through and become part of your lettering/signature.

Handwriting Font Form Instructions

1- **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.

2- **Stay inside the red lines,** as these will be erased. Anything on or touching will also be erased.

3- **Keep all your characters proportional to each other.** Use the tick marks as guides if needed but use your natural writing style.

4- **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).

5- **Make sure your form is complete.** Missing characters or unclaimed signatures can not be submitted once your form is received for processing.

6- **Scan or photograph your form(s).** *FOR BEST RESULTS use a PDF Scan app on your phone (i.e Adobe Scan). If photographing your form(s) please make sure they are flat & straight and make sure there are no heavy shadows on the form (background should be white). If we cannot process your image you may be asked to scan or retake new photographs.*

Submitting your Font/Signatures

It is recommended you email your scanned/photographed 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.

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 Dr. South Jordan, Utah 84009**

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

Extra font forms *can be found in the SendOutCards Resource Center (in the "Account" tab)*

promptings *powered by* **SENDOUTCARDS®**

A	B	C	D	E	F	G	H	I	J	K	L
A	B	C	D	E	F	G	H	I	J	K	L

M	N	O	P	Q	R	S	T	U	V	W	X
M	N	O	P	Q	R	S	T	U	V	W	X

Y	Z	a	b	c	d	e	f	g	h	i	j
Y	Z	a	b	c	d	e	f	g	h	i	j

k	l	m	n	o	p	q	r	s	t	u	v
k	l	~~m~~	n	o	p	q	r	s	t	u	v

w	x	y	z	!	"	#	$	%	&	'	(
w	x	y	z	!	"	#	$	%	&	`	(

)	*	+	, comma	- hyphen	. period	/	0	1	2	3	4
)	*	+	,	-	.	/	0	1	2	3	4

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SIG 1 *John Doe*

SIG 2 *Julie Doe♡*

SIG 3 *John & Julie Sarah and John Jr.*

SIG 4 *The Doe Family*

HANDWRITING FONT & 4 SIGNATURES FOR YOUR SENDOUTCARDS ACCOUNT

_____   _____   Mark Appropriate Box
Your Name   Your SOC account

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

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SIG 1

SIG 2

SIG 3

SIG 4

UP TO 10 SIGNATURES FOR YOUR SENDOUTCARDS ACCOUNT

_____   _____
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 - Your font/signatures will post to your account within 7 business days.