

INSTRUCTIONS

Personal Handwriting Font & Signatures



You may pay for your personal handwriting font and/or signatures online from "Purchase Products."

If you have not paid for your form prior to submitting, SendOutCards will charge the credit card on file before the form is processed. If your font/signatures are part of a package purchase, you will not be charged. Please indicate this by checking the "PKG" box at the top of your form so we may confirm.

With each font/signatures package you may choose a personal handwriting font with four signatures OR a total of ten signatures. Regardless of which option is selected, you must submit the full form at one time. (EX: If doing ten signatures, you cannot do five now and five later, but you may pay for another form any time.)

For Best Results:

- Use a color printer if you are printing the form: **The boxes must be red or magenta in color.** Nothing should be on the back side of the form or you may be asked to submit a new one.
- **Use a BLACK, medium or bold point pen.** Do not use a marker or sharpie. Your letters will print exactly how they look on the form. If you use a fine point pen, your handwriting may be hard to read at small sizes. **Make sure your pen has good ink flow before filling out the form.** If you fill out the form using any other color than black, you may be asked to submit a new form.
- If you make a mistake in any box, cross it out and redo it in any unused box. If you need extra forms, they can be found in the "Downloads" section, under the "Company" tab on the website.
- It is recommended you mail your font in a flat, letter-sized envelope so you do not have to fold the form. If you have to fold the form, please try not to fold over any handwritten parts.

Handwriting Font Instructions

1. Stay inside the red boxes and keep your letters, numbers and punctuations proportionate to each other. Tick marks on the boxes are there to help you keep your sizing proportional. Use the bottom tick mark as the baseline and top tick mark as the maximum letter height. The middle tick mark may be used as lowercase letter height, however, use your natural writing style. See the attached example form for reference.
2. Please PRINT your alphabet. Cursive letters will not always connect or align correctly and long "connectors" will cause gaps and/or overlapping in your letter spacing. However, on your signatures, you may use any type of handwriting; use your natural signature
3. Some of the punctuation marks are optional. If you do not use a particular symbol you may leave that box blank or fill in something else for that symbol (i.e. a smiley instead of an asterisk). You may also use any unwanted punctuation box to correct a mistake made to another letter/symbol. (i.e. If you mess up on your "m" you may cross it out and fill in a new "m" in the "^" box if you do not want the ^ symbol).
4. Make sure your form is complete, as you will not be able to add missing letters, punctuation, or signatures for this order after it has been processed. You can, however, purchase and add additional fonts and/or signatures at any time.

MAIL YOUR COMPLETED FONT FORM TO:

SENDOUTCARDS
1825 W. RESEARCH WAY
SALT LAKE CITY, UT 84119

Your fonts/signatures will post to
your account within 7-10 business days.

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	m	n	o	p	q	r	s	t	u	v
w	x	y	z	!	"	#	\$	%	&	'	(
)	*	+	,	-	.	/	0	1	2	3	4
5	6	7	8	9	:	;	<	=	>	?	@
[\]	^	_	`	{	}	~	m	9	

SIG 1
John Doe

SIG 2
Juliee Doe

SIG 3
John & Juliee
Sarah and John Jr.

SIG 4
The Doe Family



Handwriting Font + 4 Signatures for your SOC account

USER ID#

NAME

PKG

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	` tilde	{	•	}	~		

SIG 1

SIG 2

SIG 3

SIG 4

Mail your completed form to: SendOutCards, 1825 Research Way. SLC, UT. 84119. Your font/ signatures will post to your account within 7-10 business days.



Up to 10 Signatures for your SOC account

USER ID#	NAME
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<input checked="" type="checkbox"/> PKG

Please read these instructions fully before filling out. No refunds or redos allowed after form has been received. Each box counts as 1 signature, but you may create a signature that has multiple signatures or names (these will not be split up). Keep signatures inside the red box. **Use a black, medium or bold point pen.** For best results do not use markers, sharpies or fine point pens. Make sure your pen has good ink flow and does not skip.

SIG 1

SIG 2

SIG 3

SIG 4

SIG 5

SIG 6

SIG 7

SIG 8

SIG 9

SIG 10

Mail your completed form to: SendOutCards, 1825 Research Way. SLC, UT. 84119.

Your signatures will post to your account within 7-10 business days.