

# Personal Handwriting Font & Signature Form INSTRUCTION SHEET



## For best results, please follow these instructions:

1. Use a color printer if you are printing the form. The boxes must be MAGENTA/RED. If there is anything on the back side of the form you may be asked to submit a new form.
2. 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.
3. Stay inside of 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.
4. Please PRINT your alphabet. Cursive letters will not always connect and long tails on your letters will cause gaps in your letter spacing. However, on the signatures, you may use any type of handwriting.
5. Practice your alphabet and signatures on a blank sheet of paper first. If you make a mistake in any box, cross it out and redo the letter/symbol in any of the last 3 boxes marked "redo".
6. 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. 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).
7. Make sure your form is complete with your account number and name. ***If this is NOT your first initial font/signature submission, mark the box under your account number & name.***
8. Make sure your form is complete, as you will not be able to add missing letters, punctuation, or any missing signatures, for this font order, after it has been processed. You can, however, purchase and add additional fonts and/or signatures at any time.
9. It is recommended that 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.

MAIL YOUR COMPLETED FONT FORM TO:

SendOutCards.  
1825 West Research Way  
SLC, UT. 84119

Your font will post to your account within 10-14 business days of being received.  
Fonts received that have not been paid for will be billed to the credit card or  
account on file to ensure quick processing of your font.

# 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	:	;	<	=	>	?	@
[	\	]	^	_	`	{		}	redo	redo	redo
[	\	]	☺	-	`	{		}	~	m	9

SIG 1

John Doe

SIG 2

Juliee Doe☆

SIG 3

John Juliee  
Sarah John Jr.

SIG 4

The Doe Family

Mark this box if you have previously submitted a font and/or signatures or if you already have font(s) and/or signatures on this account

Please read attached Instructions before filling out. No refunds or re-do's allowed after font has been submitted. Do Not use cursive, except for signature boxes. Use a MEDIUM point, BLACK pen (0.8mm - 1.0mm). For best results, do not use felt tip markers, sharpies, or fine point pens. Make sure your pen has good ink flow. Refer to instructions & examples for more information.

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	:	;	<	=	>	?	@
[	\	]	^	_	`	{		}	redo	redo	redo

SIG 1

SIG 2

SIG 3

SIG 4