TNI
MARKETING

GETTING STARTED CHECKLIST

CALL US AT (860) 676-1121 OR EMAIL US AT KIM@TNI.MARKETING

◯ **YOUR NAME**
As you would like it to appear on your cards

◯ **YOUR HOME ADDRESS**

◯ **YOUR RETURN ADDRESS FOR MAILINGS**
If different than above

◯ **DATE OF BIRTH**

◯ **BILLING INFORMATION**
For your security, our billing system will only display the last 4 digits
- Credit card number
- Expiration date
- Billing zip code

◯ **SCAN/PHOTO OF YOUR SIGNATURE**
Please sign on plain white paper using blue or black ink

◯ **YOUR RECIPIENT LIST**
Preferred file types: Microsoft Excel, Numbers
- First name
- Last name
- Company/Firm *(if applicable)*
- Full address

◯ **OPTIONAL HANDWRITING FONT TEMPLATE**
Or we can help you choose from one of our standard fonts
Font template is attached for your convenience

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HANDWRITING FONT TEMPLATE

1

Print out each template page single-sided.

Copy the following sentence below, writing as you would normally. This will give us a baseline to use for the character and word spacing of your handwritten font.

The quick brown fox jumps over the lazy dog.

2

Complete both of the included letter templates. This allows us to create variations that would naturally occur in your handwriting.

PLEASE DO NOT TRACE THE LETTERS ON THE TEMPLATE

They are a guide to help keep your sizing consistent and to ensure enough space between each letter for the font creation process.

3

SCAN/PHOTO EACH PAGE THEN EMAIL TO KIM@TNI.MARKETING
Please make sure the image is as straight as possible with minimal shadows and the 4 corner markers are visible at each corner.

✕TNIMARKETING

!	"	#	$	%	&	
'	(	)	+	,	-	
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>	?	@	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

Include all those four markers ← untrimmed on your photo or scan.

d	e	f	g	h	i		
d	e	f	g	h	i		
j	k	l	m	n	o		
j	k	l	m	n	o		
p	q	r	s	t	u	v	w
p	q	r	s	t	u	v	w
x	y	z					
x	y	z					

Ch	Er	Qu	Sh
Ch	Er	Qu	Sh
St	Th	ch	er
St	Th	ch	er
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Include all those four markers ← untrimmed on your photo or scan.

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!	"	#	$	%	&		
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6	7	8	9	:	;	<	=
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F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U
V	W	X	Y	Z	a	b	c

Include all those four markers
← untrimmed on your photo or scan.

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d	e	f	g	h	i

j	k	l	m	n	o

p	q	r	s	t	u	v	w

x	y	z

Ch	Er	Qu	Sh

St	Th	ch	er

fl	qu	sh	st

th	tt		

Include all those four markers ← untrimmed on your photo or scan.

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