



GETTING STARTED CHECKLIST

CALL US AT (860) 676-1121 OR EMAIL US AT [KIM@TNI.MARKETING](mailto: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**

Excluding automated thank you notes

Preferred file types: Microsoft Excel, Numbers

First name

Last name

Company/Firm *(if applicable)*

Full address

Birth dates **for birthday cards only**

☐ **OPTIONAL HANDWRITING FONT TEMPLATE**

For thank you notes, mini cards, and general cards

Click here to download the font template