

## GETTING STARTED CHECKLIST

- 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](#)*