



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)

- Date of birth**

- Billing information**, including credit card number, expiration date, and billing zip code (*for security purposes, once entered into our billing system only the last 4 digits will be visible*).

- Scan/photo of your signature**, on plain white paper in blue or black ink.

- Your mailing list**, Microsoft Excel or Numbers (excluding automated thank you notes). Please include first name, last name, company/firm (if applicable), and full address

- Optional handwriting font template** (for thank you notes, mini cards, and general cards)