



## Signature Card Fulfillment Checklist

Thank you for becoming a new fulfillment customer. We are glad you have joined our family. The following are guidelines for making your project proceed as smoothly as possible. Addressing them now will save you time and money later.

1. Send all files in a Microsoft Office product. Send letter text, signatures, etc in Microsoft Word. Send your data file in Excel: You may want to send a test file as soon as possible.
2. Check your card artwork. Is there adequate room for all variable and static information that prints on the final card? Will we know what is variable and what is static information?
3. Review your letterhead or carrier.
  - a. Will all your text fit? Will the card cover any information when attached?
  - b. Does the address area accommodate long or multi-line addresses?
  - c. Fold a printed sample. Does the address show through the window on the envelope? (Only if you are using a window envelope.)
  - d. Run spell check one more time.
4. Show us where the card should attach to the letter or carrier.
5. When the card is attached, check the folding. Does it still work?
6. Is your data file easy to follow? Does it clearly indicate which sections are for the card and which are for the other components?
7. Should your project have more than a card, letter (carrier) and envelope, send a detailed outline as to how your kit goes together.
8. Should you have any questions or concerns please contact us at [fulfillment@signaturecard.net](mailto:fulfillment@signaturecard.net) or call Fulfillment at 972-783-7600.

Remember, the more information you can supply, the smoother your project process will be.