



Phone: (860) 676-1121
Text: (860) 930-9612
kim@tni.marketing
35 Waterville Rd, Ste C
Avon CT 06001

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