

Your signature or personal symbol (a simple doodle or drawing, such as a flower or smiley face) will be placed in capital letter positions that are easy to type in most programs.

Step 1 - Sign Your Name or Draw Your Personal Symbol

1. Do not sign using a ballpoint pen or pencil. You'll get the best results using a fine, dark rollerball (uniball), fountain, or fibertip pen.
2. Write your signature or draw your symbol in the brackets below. Don't write on the brackets or over text. Put lined paper beneath this form if you need help maintaining the horizontal alignment of your signature. Symbols should be Black&White only (no color or grayscale); fine details and sharp corners on symbols may be lost. Your signature can contain up to 4 parts, such as First Name, Middle Initial, Last Name, and Initials (ex.: John G Smith JGS). Submit only 1 signature per form (with initials or nickname).

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Step 2 - Name Your vLetter Sig: use 3 to 7 alphabetic characters, no numbers (e.g. "Suesig"): _ _ _ _ _

Step 3 - Processing Information:

Name: _____ Company/Organization: _____

Address: _____ Phone: _____

City: _____ State/Prov: _____ Postal Code: _____ Country: _____

☒ **vLetter Sig** (your signature) **Choose one:** ☐ Windows ☐ Macintosh \$ 29.95

☐ **Free shipping via E-MAIL:** address: _____ \$ 0.00

Extras:

☐ **Rush Processing:** \$25.00 – processed within 2 business days (normal processing is 2 weeks) \$ _____

☐ **Ship on CD:** \$10.00 – US Priority Mail \$20.00 – International Mail \$ _____

TOTAL \$ _____

Step 4 - Payment Information:

Credit Card #: _____ Exp: _____

Cardholder's Name and Address (if different from above): _____

Cardholder's Signature: _____

Step 5 – Return original form (no copies) to vLetter, Inc.

Best Results: Mail your completed form to: **vLetter, Inc., 509 Cascade, Suite H, Hood River, OR 97031 USA**

Next Best Results: Email form to: **support@vletter.com**

For email submissions:

- 1) Scan this form as follows: **300 DPI as Black & White 1-bit line art or illustration** (no color, no half-tone), at **100% size**. If true Black & White is not possible, then try Grayscale. Scans must be 300 DPI.
- 2) Review your scan to make sure it is dark enough. Check for gaps in letters, or loops which do not close in the scan, but which do close on your form. If you find such errors, rescan at a darker setting (tone or gamma adjustment), or re-sign on another form and scan that instead.
- 3) Save the scan in one of the following file formats: .PCT, .JPG or .TIF. Give the scan the same name as your signature product. You can compress the scanned file using PKZip or DropStuff for speedier transmission.
- 4) Attach the scanned file to your email message.