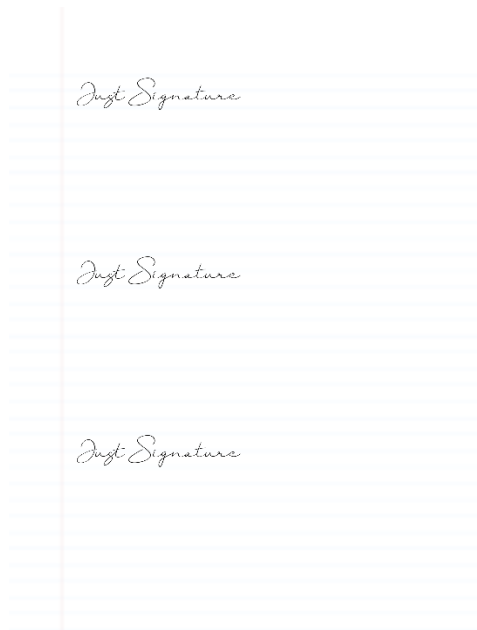


How to Order a True Type Signature Font for a Member

We recommend first having the following items on hand:

- Blank sheet of 8.5 x 11in. paper
- Ruled sheet of 8.5 x 11in. paper
- Bic Flair medium felt tip pen (blue or black – House typically has them in starter provisions they provide)

1. Have the Member sign the **blank** 8.5 x 11in. paper 3x with the **ruled** piece *underneath* to serve as a guide. The three signatures should be at the top, middle and bottom of the paper.



2. Scan the signed paper and **send it to your IQ Consultant** indicating which signature (top, middle, or bottom) you wish to use for the order.
 - a. As an alternative, if you wish to use the same signature that was provided for the Franked Envelopes, you can send that signature instead.
3. The order is then placed using the chosen signature