

## How to Order a True Type Signature Font for a Member

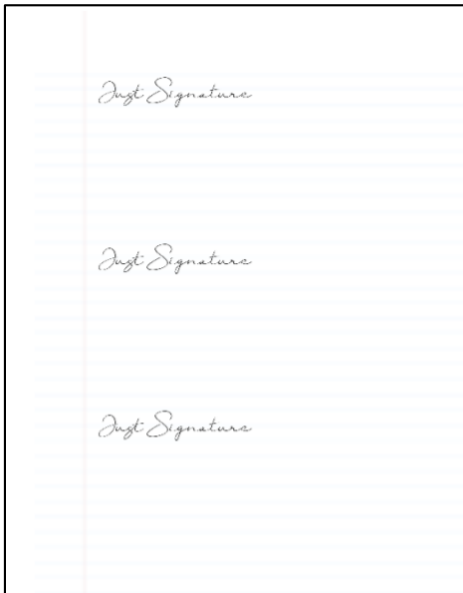
**Market:** House

**Purpose:** This guide provides instruction on how to order a True Type signature font for a Member.

### Requirements

- 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). A House of Representative Office typically includes this item in the starter provisions that they provide to their staff.

1. Place the blank 8.5 x 11in. paper on top of the ruled sheet. The ruled sheet is used to guide the signature.
2. Request the Member to sign the blank sheet three times. The three signatures are located at the top, in the middle, and at the bottom. See sample below.



3. Scan the signed paper and email it to your IQ Consultant. Indicate your preferred signature among the three selections.

**Note:** If you wish to use the same signature that was provided for the *Franked Envelopes*, inform your IQ Consultant of this preference.

4. The order is placed using the selected signature.