

HOLIDAY CHECKLIST

2018

It's that time of year again when preparations need to be made for holiday cards and gifts. As you prepare for a great season of giving with SendOutCards, we encourage you to use this helpful checklist.

MAILING DEADLINES

During the holiday season we recommend placing your order on or before the following dates to ensure delivery in time for December 25th. For additional International recommended shipping deadlines, please visit the USPS website.

USA & PUERTO RICO

December 15 | Ground, Priority Mail, First Class Packages (Gifts)

CANADA

December 14 | Ground Mail, Envelope Sized Gifts

December 11 | Packages (Gifts)

INTERNATIONAL

December 7 | Ground, Priority Mail, First Class

UPDATE YOUR CONTACT INFORMATION

Make sure that your most up to date return address appears on all of your special holiday cards this year by following the instructions below:

1. Log in to your SendOutCards account
2. Click the Account button on the left-hand side of your Main Menu.
3. Here, you find the Edit Address button.
4. Once your address is updated, click 'Save address' and your updated information will be used.

EDIT CARDS BEFORE CLICKING SEND

The month of December is our busiest time of the year. So that we can make sure your cards are sent out on time, our production team will be printing cards at a much faster pace. Starting on December 12th you DO NOT have until midnight to edit your cards like normal. Instead, we encourage you to edit your cards as soon as possible because your card can be sent to print as soon as you click Send.



PERSONALIZED HANDWRITING FONT & SIGNATURES

Your handwriting/signatures need to be submitted before **December 1st** if you would like to use them in your holiday card sending. This will allow sufficient time for your handwriting/signatures to be uploaded to your account before December 15th.

Personalized handwriting fonts and signatures can be purchased from the Campaign Store. After completing your purchase, download the Handwriting Font Form with Instructions. Follow all of the instructions on the form, send it in before December 1st, and you will add an extra element of personalization to your cards.

UPDATE YOUR CONTACT MANAGER

The holidays are about letting everyone know you care! Check your contact manager to ensure those you care about are listed. It's also a great idea to import groups of contacts you have from other applications. Importing can be tricky at times, so visit the resource center if you need a tutorial.