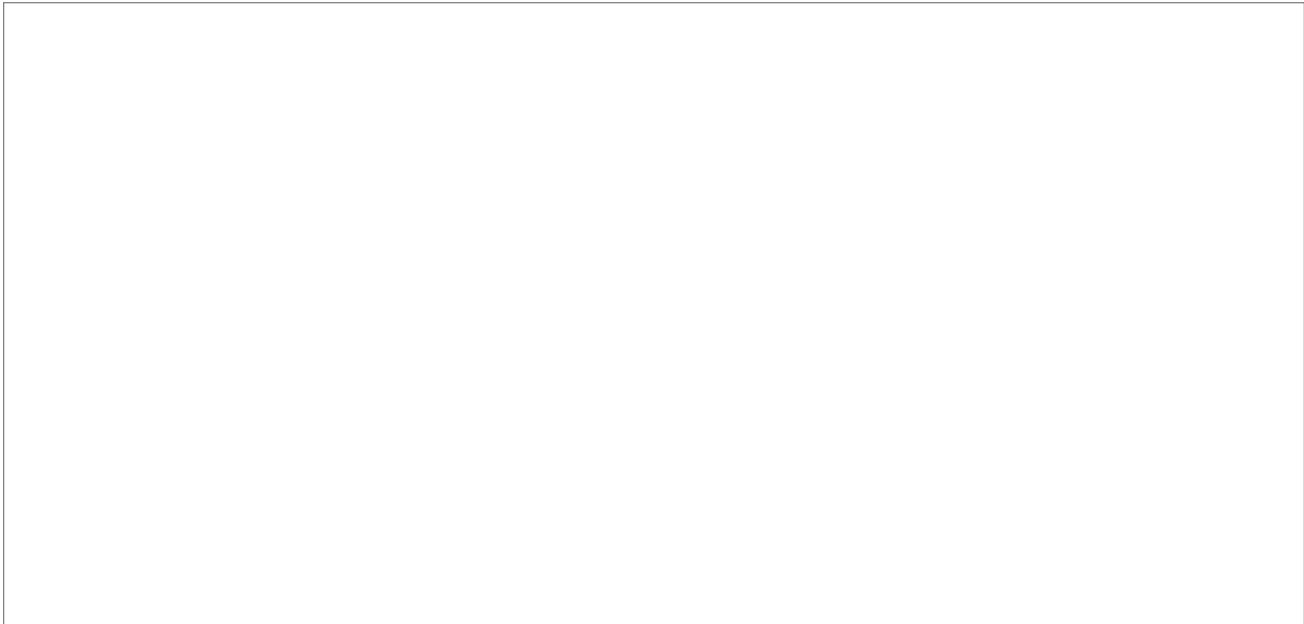


1. Print this page before you begin
2. Sign your name a few times inside the box below
3. Be sure to stay completely inside the box
4. For best results, use a black medium-point pen.



5. Place this sheet on your scanner bed
6. Open your scanning software and set:
  - the image type to black and white (or line art)
  - the resolution to 300 DPI (or print quality)
  - the target or scan size to 100% (or original size)
7. Preview your image and make sure it is right-side up and straight
8. Scan the image
9. Name your file and save it to your hard drive as one of these file types:
  - .bmp
  - .gif
  - .jpg
10. Attach the file to an eMail message and forward to [sales@torstamp.com](mailto:sales@torstamp.com) along with order details