

**Your Memory Lane "Signs" Questionnaire and Order Form** Form: 04-07-09

These instructions will guide you in preparing the information that we need for your "Signs" art print.

\* If you choose to prepare your own questionnaire rather than using this type-into form, you must follow the instructions and format of this form. When completed your order information and the answers to your six questions must be emailed to us at signs@yourmemorylane.com

**You may fill out this form now, but you MUST place your order on our Web site before submitting this list at signs@yourmemorylane.com**

The invoice number that you received when you placed your order is your order number, please use it in the subject box of all email correspondence to us.

**1. Order Information**

- Invoice/ order number & Last Name: Example: 3434 Jones
- What is your Proof Date: E-mailed to you with your confirmation
- what is your Due Date: E-mailed to you with your confirmation
- Best E-mail Address:
- Best Contact Phone Number:

\* If you choose to prepare your own list of answers rather than using this type-into form, you must follow the instructions and format of this form. Your completed form will be emailed to us by the instructions that follow the type-into boxes. below.

**2. Introductory Material** (*optional*) Provide a short introductory paragraph. Here's your chance to tell us anything special that you want us to know before we start. You can tell us about the event, the recipient, and any concerns you have or information you think will help us.

Example:

This gift is for our son. It will be given to him next month, after he plays his last high school football game of the season. He has been a varsity player on the team for 3 years and has been a big part of them winning the state Championship 2 years in a row.

**3. Answer any 6 Questions.** Review the list of questions below and type the answer to any 6 of them from any category (only 6) in the text boxes that follow. \* If you have more than 6 items to display please consider a 3 building Memory, they display 14 items.

<b>Questions Library</b>	
<b>Who's Your Daddy? Father's Day</b>	
1	What makes your dad so special?
2	What is your dad's favorite recreational activity?
3	Where does your dad work?
4	Where does your dad like to eat?
5	What is your dad's favorite snack or drink?
6	What is your dad's favorite form of entertainment?
7	What does your dad always say?
8	What was your dad's favorite vacation?
<b>Mom, Sweet Mom</b>	
9	What makes your mom so special?
10	What is your mom's favorite recreational activity?
11	Where does your mom work?
12	Where does your mom like to eat?
13	What is your mom's favorite snack or drink?
14	What is your mom's favorite form of entertainment?
15	What does your mom always say?
16	What was your mom's favorite vacation?
<b>Birthdaze Memories</b>	
17	What birthday is this?
18	What is the birthday person's favorite recreational activity?
19	Where does the birthday person work?
20	Where does the birthday person like to eat?
21	What is the birthday person's favorite snack or drink?
22	What is the birthday person's favorite form of entertainment?

23	What does the birthday person always say?
24	What was the birthday person's favorite vacation?
<b>The Graduate</b>	
25	What makes this graduate so special?
26	What is the graduate's favorite recreational activity?
27	Where did he or she graduate?
28	Where does the graduate like to hang out?
29	What is the graduate's favorite snack or drink?
30	What is the graduate's favorite form of entertainment?
31	What do you always say to help the graduate in school?
32	What will the graduate do next?
<b>Champs &amp; All-Stars</b>	
33	What makes this athlete so special?
34	What is his or her athletic activity?
35	What inspirational person does the athlete look to for strength?
36	Where does the athlete like to eat?
37	What is the athlete's favorite snack or drink?
38	What is the athlete's favorite sports team?
39	What does the athlete always say?
40	What are the athlete's personal stats?
<b>Newlyweds</b>	
41	What makes this couple so special?
42	Where will the couple marry and when?
43	Where is the couple's honeymoon?
44	What is the couple's favorite recreational activity?
45	Where does the couple (he and she) work?
46	Where does the couple like to eat?
47	What is the couple's favorite snack or drink?
48	What is the couple's favorite form of entertainment?
49	What does the couple (he and she) always say to each other?
50	What was the couple's favorite trip together?
<b>For No Particular Reason, Just B'Cuz</b>	
51	What is the purpose of this sign?
52	What is his or her favorite recreational activity?
53	Where does he or she work?

54	Where does he or she like to eat?
55	What is his or her favorite snack or drink?
56	What is his or her favorite form of entertainment?
57	What does he or she always say?
58	What makes this person so special?
<b>Kidz of Tomorrow</b>	
59	What makes this child so special?
60	What is a favorite recreational activity of the child?
61	What will the child become, when he or she grows up?
62	Where does the child love to eat?
63	What is the child's favorite snack or drink?
64	What makes this child giggle?
65	What does this child always say?
66	What will the future bring to this child?

**4. OK, now type in the number of the question that you are answering and the answer to that question... only 6 answers will be accepted.**

Remember... Memory Lane signs are about special events, not an individual's memories. Review our examples, you'll get the idea.

	<b>Question Number You Are Answering</b>	<b>Answers (175 characters max)</b>
		Please be as specific as you can. Provide important details such as colors, dates, times, and places.
1		
2		
3		
4		
5		
6		

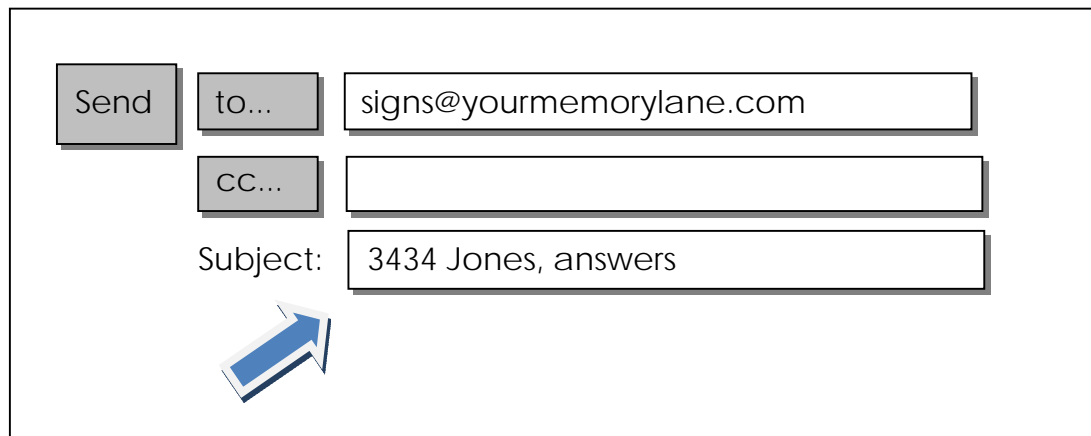
**Sending logo's and reference material:** If you can, attach your JPEG's / TIFFS to the same e-mail that contains your questionnaire (below). If you are sending your attachments separately please make sure that your order number, last name and word "reference" in the subject box. Also, send them to [signs@yourmemorylane.com](mailto:signs@yourmemorylane.com) -same as below.

5. **Save this form.** Save this form as you would any document, perhaps on your desktop for easy access. When you are finished you will be e-mailing it to us.

6. **Finished? OK then, this is really important... Send this form to the email address below.**

- Attach this completed questionnaire to a **NEW** email and send it to [signs@yourmemorylane.com](mailto:signs@yourmemorylane.com)
- **IMPORTANT:** In order to file your information correctly please type your order number, last name and the word "answers" in the emails subject box. Example below **Subject: 3434 Jones, answers.**

You **MUST** have your order number, last name and the word "answers" in the subject box.



The image shows a screenshot of an email client interface. On the left, there is a grey 'Send' button. To its right are three input fields: a 'to...' field containing 'signs@yourmemorylane.com', a 'CC...' field which is empty, and a 'Subject:' field containing '3434 Jones, answers'. A blue arrow with a white outline points from the bottom left towards the 'Send' button.

### **What happens after I send in my answers?**

Within 4 working days of receiving your answers we will email you your signs art print for review. Check it for mistakes, yours and ours. Your proof will come with a corrections form and instructions, once corrected the proof will be resent to you by email.

When everything is correct you will approve it by email... done, it's in the mail to you within 24 Hrs.