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| hOW TO: STAMP CLOSING GIFT |
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# IF YOU HAVE EXISITING ARTWORK AND WANT TO REDEEM A STAMP (exisiting SCG customers)

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|[ ]  Email SCG@USACUSTOM.COM with your copy wanted on the stamp, where to ship your stamp, and also please include the realty company and name you are with to ensure the artwork is matched correctly. |
|[ ]  Your request will be processed within 1-2 business days and you will receive an email confirmation that your order has been received. |

# If you want to change your existing artwork

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|[ ]  Provide via email (scg@usacustom.com) your new proposed artwork/layout. A one-time no charge proof will be provided to you via email in .jpg form, additional changes/proofs will incur additional fees.  |
|[ ]  Artwork fees and alterations are $25.00 and a credit card must be provided up front in order to process your request. |
|[ ]  Once your art is finalized, it will go on file for your future orders. Please note placing orders during the art alteration process before finalization will pull your old art for ordering purposes.  |

# Setting up a new account/artwork

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|[ ]  Provide via email (scg@usacustom.com) your new proposed artwork/layout. A one-time no charge proof will be provided to you via email in .jpg form, additional changes/proofs will incur additional fees. The set-up fee is $25.00 for art. |
|[ ]  A credit card will be needed for each purchase of a stamp closing gift stamp (no pre-pay orders for stamps will be accepted) |
|[ ]  Once your art is approved, you will be ready to order! |
|[ ]  To place an order please email scg@usacustom.com with the copy needed on the stamp, where to ship your stamp to, and please include your information to ensure your art is matched correctly.Stamp Closing Gift stamps are $17.95 net each and will include all the perks existing SCG customers get! (price includes shipping and handling) |

# how to check to see how many redemptions you have left (existing scg accounts only)

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|[ ]  Leave your contact information—including the names, addresses, and phone numbers with scg@usacustom.com and a response will be sent with your remaining stamp credits. |
|[ ]  Additional stamp credits will not be allowed, once depleted you will be on a pre-pay basis and must provide payment information for stamps ordered.  |

Example of a standard layout top label sample. Below you can see where your custom info will go:



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