

Packing Checklist

Gift Tags - due 31 January

Packing Ingredients

- 2 x DL or C6 envelopes
- 1 x stiff cardstock
- 4 x postage stamps
- 1 x large snaplock bag
- 6 x swap items (gift tags)
- Optional: 6 peel & seal or freezer bags

Post To

Dawn Lewis

PO Box 9387

Wyoming NSW 2250

Packing method

- Create 6 identical gift tags
- If tags are delicate, bag individually. If not, one bag is sufficient for all 6 tags
- Envelope #1 - write your name & address on the front and on the back. Put a postage stamp on it.
- Envelope #2 - write my name & address on the front and your name & address + swap name 'gift tag' on the back. Put a postage stamp on it.
- Into the large snaplock bag, add:
 - Stiff cardstock
 - Swap items
 - Envelope #1 (folded in half)
 - 1-2 extra postage stamps
- Place large snaplock bag & contents into Envelope #2
- Post so that it arrives by 31 January 2015

Packing Tips

Stiff card

This stops the postie from bending your swap items. Flimsy card will not prevent damage. Use something sturdy, but not too bulky or heavy.

Do Not Bend

Write this on your return envelopes, very large red lettering if required. Posties are not allowed to bend envelopes with this written on them, if they do, you may complain!

Large Snaplock Bag

This keeps your swap items dry in case of rain, and contained in case of envelope damage.

Extra Stamps

Return envelopes may be heavier or bulkier than the one you sent. Unused stamps will be returned.

Sticky Tape

A tiny piece to keep swaps flat on the stiff card is fine, but too much makes lots of extra work for me.

Return Addresses

Writing return addresses on both envelopes is appreciated.

Envelopes

Please do not use C5 envelopes. It may end up costing you more to post due to bulk. C4 envelopes are preferable.