

# Packing Checklist

## Gift Tags - due 28 February

### Packing Ingredients

- 2 x C4 envelopes
- 1 x stiff cardstock
- 4-8 x postage stamps
- 1 x large snaplock bag
- 6 x swap items (cards + envelopes)
- 6 x peel & seal or small snaplock bags

Post To

Dawn Lewis

PO Box 9387

Wyoming NSW 2250

### Packing method

- Create 6 identical greeting cards
- Bag each card with an envelope of suitable size.
- Envelope #1 - write your name & address on the front and on the back. Put 2-3 postage stamps on it.
- Envelope #2 - write my name & address on the front and your name & address + 'Feb Swap' on teh back.
- Put 2-3 postage stamps on the front.
- Into the large snaplock bag, add:
  - Stiff cardstock
  - Swap items, individually bagged
  - Envelope #1 (folded in half)
  - 1-2 extra postage stamps
- Place large snaplock bag with contents into Envelope #2
- Post so that it arrives by 28 February 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.