

Swap Checklist - ATC, Anything Goes

Due - Friday 9th March

Packing Ingredients

- ☐ 2 x C5 envelopes
- ☐ 1 x Stiff cardstock
- ☐ 5 x postage stamps
- ☐ 9 x ATCs
- ☐ 9 x ATC clear sleeves
- ☐ 1 x large snaplock bag

Post to ...

Dawn Lewis
PO Box 9387
Wyoming NSW 2250

Post tips

- * Envelopes up to 125g = 2 stamps
- * Envelopes up to 250g = 3 stamps
- * Keep envelopes under 2cm thick
- * Write DO NOT BEND on both envelopes
- * Stiff card stops postie from bending your swap items.
- * Snaplock bag keeps your swap items dry in rain, and together in case of a torn envelope.
- * Extra stamp will be returned if it is not needed for return post.

Packing Method

- ☐ Place each ATC into clear ATC sleeve
- ☐ Envelope #1 - write your name & address on the front AND back of the envelope.
Put 2 postage stamps on top right corner, front.
- ☐ Envelope #2 - write my name & address on the front, your name & address on the back.
Put 2 postage stamps on top right corner, front.
- ☐ Fold Envelope #1 in half.
- ☐ Use small pieces of tape to adhere ATC sleeves to the stiff cardstock (refer to packing video).
- ☐ Into the large snaplock bag, place:
 - Stiff card with ATC sleeves taped in place;
 - Folded Envelope #1
 - 1 x spare postage stamp
 - Optional: Tear-off note below
- ☐ Squeeze air out of the snaplock bag & seal it.
- ☐ Place the filled & sealed bag into envelope #2.
- ☐ Seal envelope #2.
- ☐ Post your swap to me, so it arrives by 9 March.

Swap hosted by
Dawn Lewis
.com.au

Tear / cut off and return if necessary

- ☐ I would like one of my own ATCs returned to me, please.
- ☐ I would like to purchase 9 x ATC sleeves for 50c
 - ☐ I have enclosed 50c with this note
 - ☐ I have paid 50c (family & friends) into your paypal a/c

Name: _____