

# Swap Checklist - Card front, Birthday

## Due - Friday 16 October 2020

### Packing Ingredients

- ☐ 2 x C5 envelopes
- ☐ 1 x Stiff cardstock
- ☐ 5 x postage stamps
- ☐ 8 x card fronts
- ☐ 8 x peel & seal
- ☐ 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 card front into clear bag
- ☐ 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 bagged cards to the stiff cardstock (refer to packing video).
- ☐ Into the large snaplock bag, place:
  - Stiff card with card bags 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 16/10/20.

Swap hosted by  
**Dawn Lewis**  
.com.au

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Tear / cut off and return if necessary

- ☐ I would like one of my own card fronts returned to me, please.
- ☐ I would like to purchase 8 x card bags for 50c
  - ☐ I have enclosed 50c with this note
  - ☐ I have paid 50c (family & friends) into your paypal a/c

Name: \_\_\_\_\_