

# Swap Checklist - Card front, Dotty

## Due - Friday 23rd February 2024

### Box Ingredients

- ☐ 1 x C5 thin box
- ☐ 4-6 x postage stamps
- ☐ 8 x card fronts
- ☐ 8 x peel & seal bags
- ☐ Clear tape

### Envelope Ingredients

- ☐ 1 x C4 envelope
- ☐ 4-6 x postage stamps
- ☐ 8 x card fronts
- ☐ 8 x peel & seal bags
- ☐ 1 x A4 stiff cardstock

### Post to ...

Dawn Lewis  
PO Box 9387  
Wyoming NSW 2250

### Post tips

- \* Up to 125g = 2 stamps
- \* From 126g to 250g = 3 stamps
- \* Extra stamp will be returned if it is not needed for return post.
- \* You only need an envelope for your first swap, then you can re-use the return box.

### Box Packing Method

- ☐ Place each card front into clear bag.
- ☐ C5 thin box - Place the address card into the snap-lock bag on the front of your box, with Dawn's address showing.
- ☐ Place 8 bagged card panels into the box, along with 3 postage stamps.
- ☐ Weigh your packed box, and apply the correct postage. If the stamps from previously returned swap were not postmarked, no need for new stamps. Seal and post.

### Envelope Packing Method

- ☐ Place each card front into clear bag.
- ☐ Place 8 bagged card panels into the envelope, along with 3 postage stamps + stiff card.
- ☐ Weigh your envelope, and apply the correct postage.
- ☐ Seal and post

Swap hosted by  
**Dawn Lewis**  
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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: \_\_\_\_\_