

## Packing your Ornaments in Plastic Sleeves

\*Keep the ornament in the plastic covering until Step # 4 to prevent fingerprints from getting on your ornaments while packing.

### ----Before you Start----

\*Make sure you have all the materials:

- |                    |                    |                     |
|--------------------|--------------------|---------------------|
| -Ornaments         | -Cardboard Backing | -Plastic Sleeves    |
| -Single sided Tape | -Double sided Tape | -Information Sheets |

\*Get a comfortable chair and set everything out on the table.

\***Unzip the Plastic Sleeves.** Be sure to get the edges open to make sliding in the cardboard backing easier.

- 1-**Set out information sheets face down (We like to set out 5-10 at a time). Place a small piece of double sided tape at the **top center** of each sheet.
- 2-**Push an ornament string through the V slot on the front of the cardboard backing.
- 3-**On the back of the cardboard use a piece of single sided tape to tape down the string of your ornament. Place Info Sheet on the **back top** of the cardboard.
- 4-** Remove the plastic covering from your ornament.
- 5-** Hold the info sheet down to prevent it from folding and slide the cardboard backing into the plastic sleeve. Zip the bag closed.

If you have any questions don't hesitate to call for help 1-800-231-4788

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