Instructions for Printing Gift Cards and Assembling Gift Card Holders

GIFT CARDS

- ➤ Print Front of card Page 2 (box around outside of each card appears as a solid line on screen but will print as a dashed line and is to be used as a cutting guide).
- ➤ Reinsert paper in printer and print back of card Page 3.
- > Cut out cards by using dashed line on front as a guide. The top and bottom cuts should be made 3/16 of an inch from printed card.
- ➤ Front of card without lines Page 4 is to be used as front of card if you have Avery business cards that this will line up on. To test, print on regular paper and hold with template from business cards up to a light.

GIFT CARD HOLDER

- Print Front Page 5.
- Reinsert paper in printer and print back— Page 6.
- Cut down center of page and then in half again.
- ➤ Using tick marks as a guide. fold bottom ½ inch towards blank side of card.
- > Crease well using a folding bone or other flat, hard tool with a smoothed edge.
- > Fold top of card down and align with bottom folded edge of flap.
- > Again, crease well.
- Insert Card in Card Holder.
- Can be given as is **BUT**, it would be nice to supply each purchaser with 2 round, clear labels (the kind used to seal catalogs) so they can seal them and feel more secure about wrapping or putting in a gift bag.





















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