



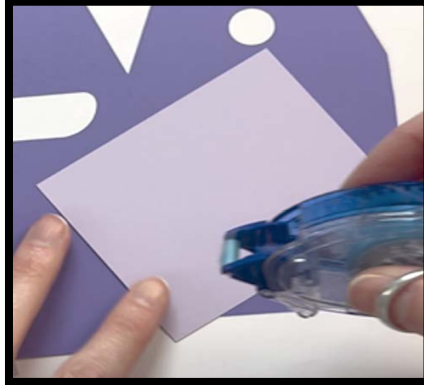
Gift Card Envelope

Tag Assembly

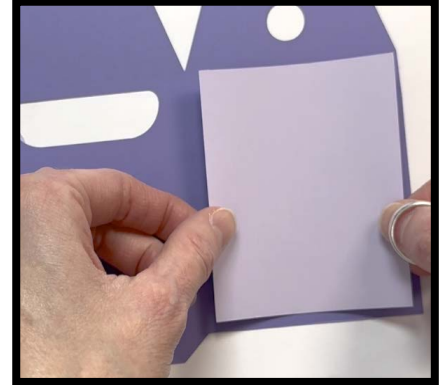


Supplies

- Components of gift card envelope tag (envelope, insert card, mock up gift card)
- Adhesive



Step 1: Apply adhesive to the back of the insert card that will show through the envelope opening.



Step 2: With the adhesive side down, line up insert card so it is below the circle and will peek through the envelope opening when assembled. Press firmly.



Step 3: Fold tabs.

(A) Fold the side and bottom tabs so they face the interior of the card.

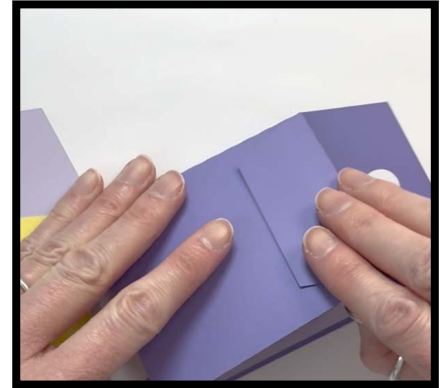
(B) Fold large top tab over the front of the card (this is the flap that closes over the envelope opening where you insert/remove gift cards).



Step 4: Apply adhesive (double sided tape used in image) to:

- (1) bottom tab,
- (2) side tab, and
- (3) area above the envelope opening.

Do NOT put adhesive on the top flap so it can open and close to insert/remove gift cards.



Step 5: Fold card along center line to form the envelope pocket. Press firmly.

A mock-up gift card is included with the file - it has no cash or retail value.

Step 6: Add your gift card!

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