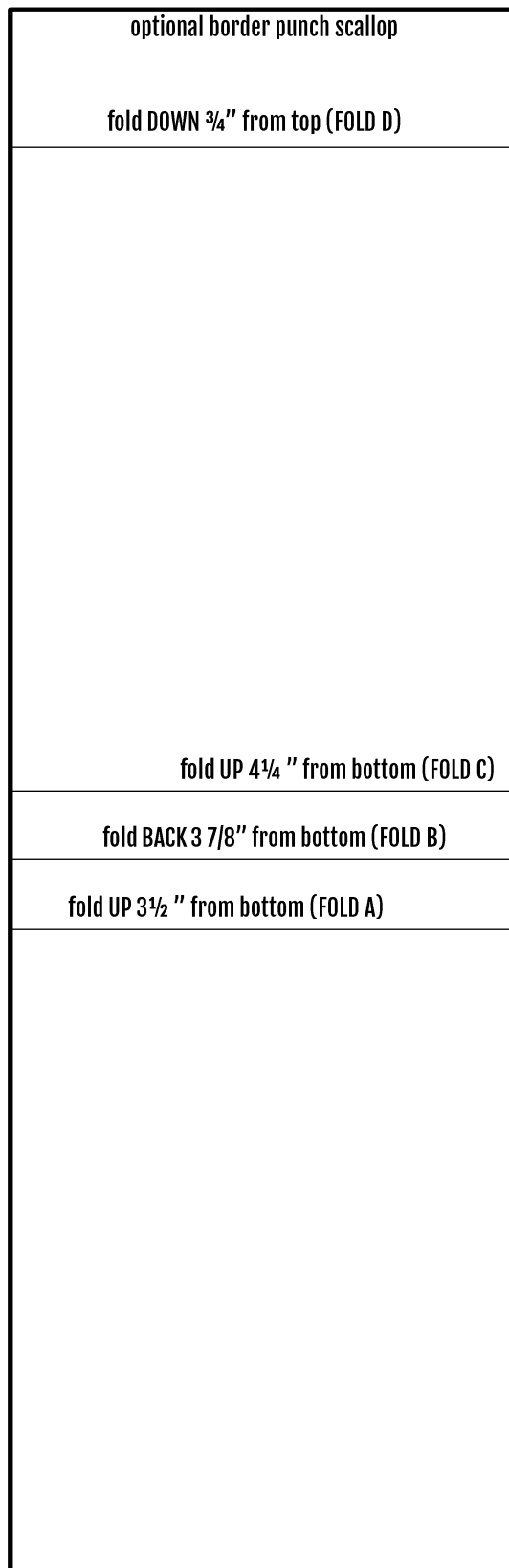


Instructions

TOP: 2 ¾ " wide



SIDE: 8 ½ " long

ASSEMBLY:

1. Cut 8.5" x 11" piece of colored cardstock into 4 strips measuring 2.75" x 8.5" each.
2. Starting from the BOTTOM, make folds at 3½", 3 7/8" and 4 ¼". NOTE: the middle fold (FOLD B) is in the opposite direction than folds A and C. The side view of this folded section will look like a 'W'.
3. Punch the scalloped border on the TOP (optional).
4. On the ¾" top flap, make a centered dot 1" in from each side. Punch a small hole at this dot (use paper piercer or needle)
5. Fold up the gift bag, holding the scalloped flap down into position. Using the previous holes as a guide, punch through the front of the card with the needle or paper piercer. DON'T PUNCH THROUGH THE BACK OF THE BAG
6. Open the giftbag and use a 1/8" hole punch to make proper holes where the small holes are.

ADDING INSERTS

7. Fold the gift bag and find the front.
8. Keeping in mind the space for the fold down flap, center & glue the front greeting to the front of the gift bag.
9. Open up the bag and lay it flat.
10. Center & glue the recipe or comment card so the top of the card is about ½" below FOLD D (*see # 11 for alternative option*)
11. Staple the teabag and sugar cubes (or other goodie bag) just below FOLD D
12. *The teabag/goodie bag will need to be flipped up to read the recipe or comment. If you prefer, you can center and glue the recipe or comment card below FOLD A which will place it below the teabag/goodie bag.*

ADDING RIBBON

13. Fold up the gift bag again. Run a ribbon or embroidery thread in (down) through the left holes and out (up) through the right holes. Tie in a bow.

BOTTOM: 2 ¾ " wide