



1. Punch holes in envelope and tag where marked with an "X".
2. Using scissors or an X-ACTO knife and cutting mat, cut out envelope and tag along solid lines.
3. Using a metal ruler as a guide, run the backside of a butter knife along dotted score lines.
4. Fold bottom piece up and side flaps in on score lines. Glue flaps into place.
5. To create handle, thread opposite ends of a ribbon through the two holes from the inside of envelope outward. Thread on name tag and tie in a bow.



