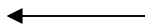


INSTANT GREETING CARD ORGANIZER™ Supply List and Instructions



Go from THIS...



To THIS...

PROBLEM:

A typical household contains \$40 - \$120 in new greeting cards that were purchased with the intention of using them.

Often these cards are misplaced, hard-to-find inside of bags, boxes, drawers, or closets, or they are mixed with other papers. Thus other greeting cards are purchased and used instead. ***Time and Money Wasted!***

Often greeting cards will get torn, bent, wrinkled, or dirty and then are no longer usable. Thus, they have to be discarded. ***Money wasted!***

Often greeting cards are put in piles or bags and they are not sorted or organized. Frequently people don't want to take the time to go through a bag of 70 greeting cards just to find the one they want to send. Thus, a new one is purchased and sent instead. ***Time and Money Wasted!***

SOLUTION:

The Instant Greeting Card Organizer™ will solve these problems!

The Instant Greeting Card Organizer™ system:

- Expands easily to accommodate any quantity of cards.
- Is affordable and easy to create.
- Is fast and easy to use.
- Can accommodate envelopes, stationary, and invitations too!
- Is customized to match your own card categories.
- Can be used by every member or your family.
- Saves Money, Time, and Energy!

Enclosed is the supply list and instructions for creating your very own Instant Greeting Card Organizer™ system. Let the fun begin!

Share Your Success: Email us at Judy@ClutterFreeOrganizing.com to let us know how the Instant Greeting Card Organizer™ system changes your life!



**INSTANT
GREETING CARD ORGANIZER™
Supply List and Instructions**

SUPPLY LIST:

These are the supplies that you will need to create your very own Instant Greeting Card Organizer™. You can improvise if you don't have the exact supplies or if your budget is limited.

- 1. Poster Board or Manila File Folders**
 - a. Start with 5 or 6 sheets (28" x 22") of poster board. In our demo we were able to get 8 dividers (10" high x 7" wide) from one piece of poster board.
 - b. You may also use Manila File Folders and cut them to the size needed. Each manila file folder will usually create two (2) dividers. Start with 15 manila file folders.
- 2. Photo Boxes or Small Cardboard Boxes**
 - a. Start with 2 or 3 boxes. You can return any that are unused.
 - b. Our demo used boxes sized 7 ½" Wide x 11 ¼" Long x 4 ¾" High
 - c. Can be found at most craft or scrapbooking stores such as Michael's or JoAnn's.
 - d. You can buy matching boxes or you can mix and match designs.
 - e. You could use any other box that is about this size – or cut and tape a larger box to the size you want.
- 3. Ruler and Pencil**
 - a. These will be used to draw lines on the poster board or manila file folders for cutting.
- 4. Scissors**
 - a. These will be used to cut the poster board or manila file folders
- 5. Marker or Good Pen**
 - a. Sharpie® brand or something similar works well

Optional Supplies:

- Labeler
 - This can be used if you want to print-out the labels using your own labeler.
- File Folder Labels (1/3 Cut size) – White
 - These can be used to print your labels instead of writing on the dividers.
 - Something similar to Avery brand # 8366 or #8478
 - Approximately 30 – 60 labels will be needed depending upon how many card categories you have.



10 Easy STEPS – for creating the Instant Greeting Card Organizer™ System:

1. **Acquire** the needed supplies as indicated on the Supply List
2. **Measure & Cut** the poster board or cardboard to make the Dividers
 - a. In our demo our size was 10” High x 7” Wide
 - b. Start with approximately 30 dividers. You can measure and cut more as needed.
 - c. Be sure to match the size of the boxes you are using. Allow for approximately ¼” or ½” of space on each side of the Divider for it to slide forward and backward easily in the box.
 - d. Make sure the height of the divider is not too tall for the shelf or cupboard where the boxes will be stored.
 - e. Make the height of the divider tall enough to be about ½” or 1” taller than your tallest greeting card.
 - f. If you have Jumbo-sized cards it is best to put those in a manila file folder near your boxes.
 - g. Don’t worry about cutting the dividers perfectly. They just have to be “good enough”!
3. **Label the Dividers**
 - a. Locate the greeting card label list that was included with these instructions.
 - b. Determine which categories of cards you need.
 - c. If you are going to use a labeler or print your category labels from your computer; do that at this time. Place the labels in the top left corner of the divider.
 - d. If you are going to write your category names on the cards; do that at this time. Write the names in the top left corner of the divider.
4. **Arrange** the Dividers
 - a. Once the dividers are labeled, arrange them in alphabetical order (going from A (Anniversary) in the front of the box to Z (Wedding) in the back of the box).
5. **Sort and Placing** the Greeting Cards
 - a. Sort your greeting cards.
 - b. Place them behind the corresponding divider for that type of card.



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6. **Repeat** Step 5
 - a. Repeat Step 5, the process of sorting and placing the greeting cards, until all cards are properly in the Instant Greeting Card Organizer™ System!

7. **Expand** to Additional Boxes
 - a. Expand to additional boxes as needed.
 - b. Label the front of the boxes to indicate which dividers or card categories are in each box. Example: A – G, H – M, N – Z.
 - c. Make sure the label is not permanent – in case you need to expand to more boxes in the future.

8. **Create** a place for the boxes
 - a. Create a place for the Instant Greeting Card Organizer™ system boxes on a shelf.
 - b. Place them from left –to-right in alphabetical order.
 - c. They can be placed on a bookshelf, in a cupboard, on a closet shelf.
 - d. If possible, put them on a shelf that is an easy height to reach. The easier the boxes are to reach, the more often all family members will use them.

9. **Use It!**
 - a. As new greeting cards are purchased, immediately put them into the Instant Greeting Card Organizer™ system so that they will be easy to find when you are ready to use them.

10. **Teach** your family
 - a. Teach your family (including children who are old enough) how to use the Instant Greeting Card Organizer™ system.

FINDING YOUR GREETING CARDS HAS NEVER BEEN SO EASY!

Let the fun begin!

Share your Success Story with Us:

Email us at Judy@ClutterFreeOrganizing.com to let us know how you love using your Instant Greeting Card Organizer™ system!



Greeting Card Category List (for labeling Dividers):

Administrative Professionals Day	Ramadan
Anniversary	Religious - Miscellaneous
Appreciation	Romantic
Baby	Rosh Hashanah
Baptism	Sorry
Bar Mitzvah	St. Patrick's Day
Bat Mitzvah	Stationery
Birthday - Belated	Stickers
Birthday - Family	Sweetest Day
Birthday - Other	Sympathy
Blank Cards	Sympathy - Pet
Boss's Day	Thank You
Business - Miscellaneous	Thanksgiving
Christmas	Thinking Of You
Confirmation (Holy)	Travel - Bon Voyage
Congratulations	Valentine's Day
Divorce	Yom Kipper
Easter	Wedding
Engagement	Other:
Envelopes - Spare	Other:
Father's Day	Other:
First Communion	Other:
Friendship	Other:
Get Well	Other:
Graduation	Other:
Grand Parent's Day	Other:
Halloween	Other:
Hanukkah	Other:
Inspirational	Other:
Invitations	Other:
July 4th (Independence Day)	Other:
Kwanzaa	Other:
Memorial Day	Other:
Mother's Day	Other:
Moving	
New Years	
Post Cards	