Metric Tag Box

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Paper Sizes:

- One - 20 cm x 20 cm piece of cardstock
- One - 7 cm x 9.7 cm piece of cardstock
- Two - 4.8 cm x 14.8 cm pieces of cardstock
- One – 10.2 cm x 28 cm piece of clear card stock or office transparency

Supplies:

- Metric Scor-Pal®
- Scor-Mat™
- Scor-Tape™ or double sided adhesive
- Craft knife
- Metal edge ruler
- Stamps and ink
- Assorted punches
- Eyelets and setting punch/tool
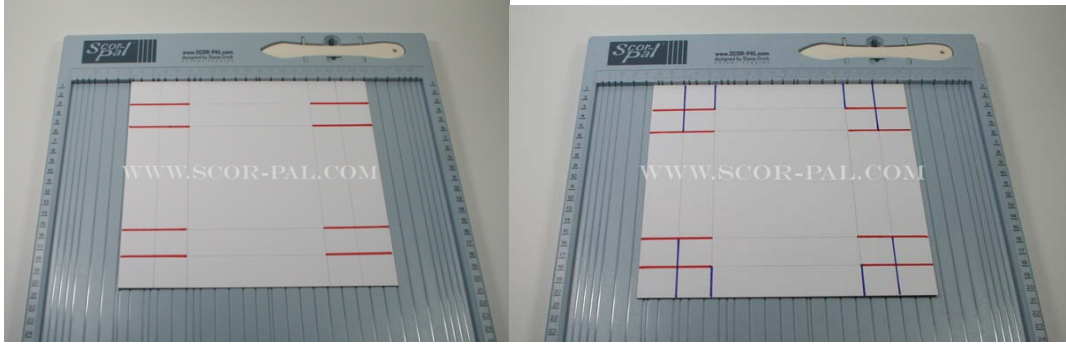- Cording
- Ribbon

Step 1

Align 20 cm x 20 cm piece of cardstock to the top fence, left side, and score at 5cm. Repeat on all sides.
Next, align to the top fence, and place the cardstock at the 5 mm mark and score at 3 cm. Repeat on all sides.
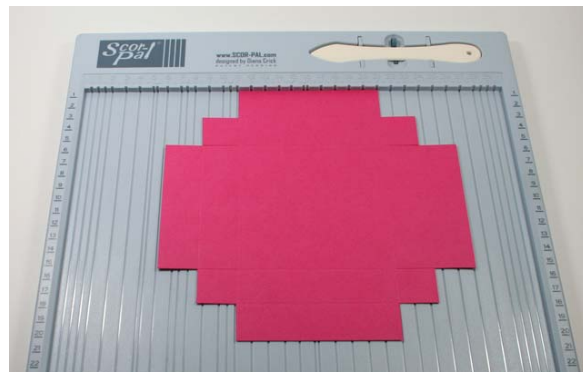
Step 2
For illustration purposes included are white cardstock photos with score lines in pencil.
Using craft knife and metal edged ruler or paper snips, cut on the orange lines, as shown,
followed by cutting on the blue lines.

Your end result should look like this:

Step 3
Notch 4 tabs and attach Scor-Tape™ or double sided adhesive to tabs.
Net, remove a sliver off each end of the side flaps; 8 cuts total, from the edge of the paper to
the first score line. This will ensure the box folds together nicely without binding in the
corners.

Step 4
Turn cardstock over and attach Scor-Tape™ or double sided adhesive to flaps.

Step 5
Prefold all scores and adhere tabs to inside to create box form.

Step 6
Adhere flaps to create box, burnish sides with your Scor-Tool™ to create crisp sides.

Step 7

Align the 7 cm x 9.7 cm piece of cardstock to the top fence, left side, and score at 1 cm and 6 cm.

Next, move to the 5 mm mark and score at 4 cm.

Step 8

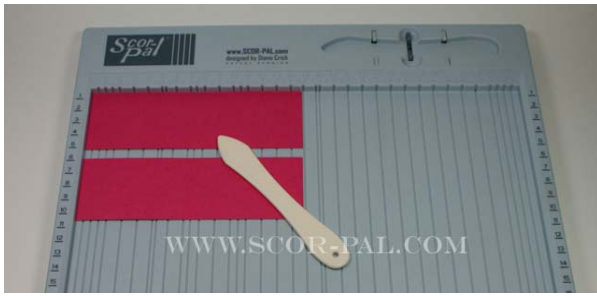Prefold all scores and attach Scor-Tape™ or double sided adhesive as shown in the first photo.

Adhere together to create the center divider. Attach Scor-Tape™ or double sided adhesive to each side flap as shown in the second photo.

Step 9

Align the 4.8 cm x 14.8 cm piece of cardstock to the top fence, left side, and score at the ✚ symbol. Repeat on the second piece of cardstock.

Next, align the cardstock to the right at the ♥ symbol and score at 5 cm and 10 cm.

Step 10
Pre-fold all scores and attach a piece of Scor-Tape™ or double sided adhesive, as shown.
Adhere to create side dividers.

Step 11
Using the three pieces that will create the complete divider now attach the side dividers to the middle divider.
Tip: Adhere one edge, then the other, and finally to the middle, to ensure all edges line up evenly.
Insert divider into box.

Step 12
Align the transparency sheet to the top fence, left side, and score at 9 cm and 19 cm.
Move to the 5 mm mark and score at 7 cm and 22 cm.

Tip: Even after scoring, transparency sheets can be hard to fold. I line up a metal edged ruler to the scored lines and fold over the ruler, and then burnish with the Scor-Tool to get a hard edge.

Step 13
Attach a piece of Scor-Tape™ to one edge and wrap scored transparency around the box.

Step 14
Slide clear cover off, insert stamped tags, replace clear cover and tie a ribbon around the box.