

# Project Planner

Date: 5/11/17

Ink Refill Case					
Stamp Sets	Catalog*	Page			
Paper	Catalog*	Page	Item #	Price	Sizes
card stock for each color					4" x 4"
Window Sheets	17-18	194	142314	\$5.00	5" x 6"
Embellishments	Catalog*	Page	Item #	Price	Quantity
Inks	Catalog*	Page	Item #	Price	
Ink refill for each color					
Tools & Accessories	Catalog*	Page	Item #	Price	
Tear & Tape Adhesive	17-18	202	138995	\$7.00	
Or Fast Fuse Adhesive	17-18	202	129026	\$10.00	
Bone folder	17-18	204	102300	\$6.95	
Wide Cases, Full (4)	17-18	217	127551	\$7.00	
Ink Refill Labels (printed on Avery 5167 White or Clear)					
Ink Refill Case Insert					

\*16-17 = Annual Catalog

H = Holiday Mini Catalog

O = Occasions Mini Catalog

SAB = Sale-a-Bration Promotion Catalog (1 free item for each \$50 purchased products)

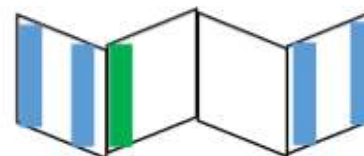
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## Notes

1. Print the ink refill case inserts. Be sure to download the pdf and then print full size. Cut out. This should give you the proper 6" x 6 3/4" size.

### Make the case "shelf"

2. Score the Window Sheet at 2", 3", and 4".
3. Fold the Window Sheet in half at the 3" score line. Crease sharply with the Bone Folder. Fold back on both the 2" and 4" score lines. This should make a W shape.



4. Adhere the center sections closed with Tear & Tape Adhesive as shown at the green strip.
5. Adhere the Window Sheet "shelf" to the case. Remove the backing from one side to align at the center of the case. Press firmly. Then remove the backing from the other side and press firmly.

### Make the Ink Refill Boxes

6. Score the card stock at 1 1/2" and 2 1/2" in both directions. Crease with the Bone Folder.
7. Cut on the red lines. Snip at a slight angle.
8. Trim at the blue lines and remove the sections marked with the X.
9. Adhere the narrow flaps inside the box.
10. Place the label on the box, if desired.

