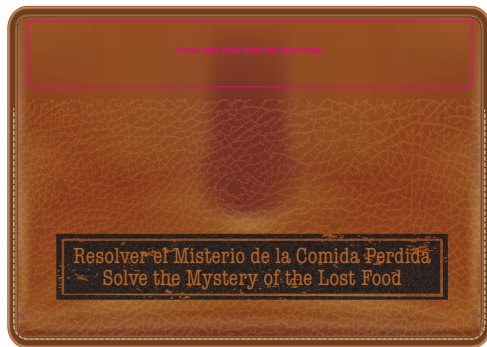
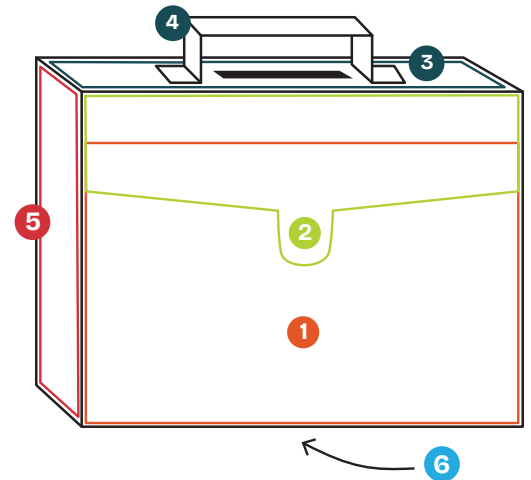


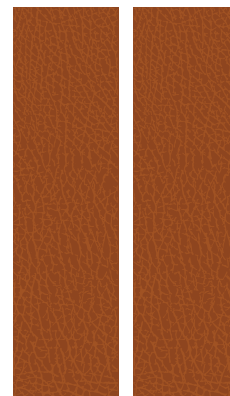
BRIEFCASE SET UP GUIDE

Use the artwork called “Briefcase Elements to Print and Cut” to create the box. The bottom of box can be left blank.

- Print all pages on a color printer on 11x17 white paper and cut them out.
- Attach the printed pieces to box as shown. Use double-sided tape along edges.
- Use an exacto knife to create openings at the top and bottom for submitting and retrieving paper notes.
- Use a box that is the shape of a briefcase, rather than square: 12 x 3.5 x 14 inches (similar to the size of a USPS Medium Flat Rate Priority Mail Box with side opening rather than square). If another size box is used, all graphics are vector and scalable to be modified within Adobe Creative Cloud.



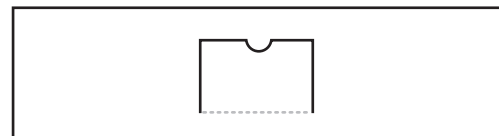
1 FRONT & BACK: Attach this portion to the front and back of the box first.



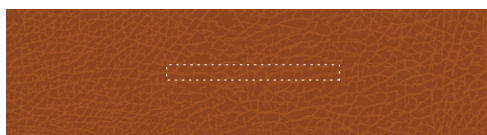
5 SIDES: Add the two sides to each side of the box.



2 FRONT & BACK FLAP: Attach after front and back are secured. It overlaps the front and back of the box, as well as the top of the box.



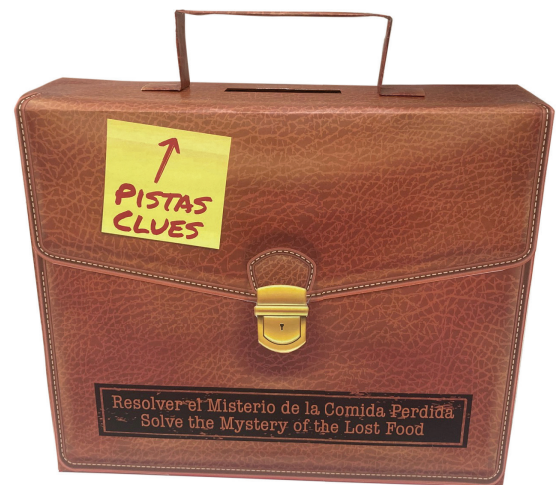
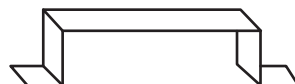
6 BOTTOM: Cut an opening large enough to retrieve submissions and add a notch to open and close.



3 TOP: This is attached to the top of the box. It will overlap the front and back flaps. After it is attached, cut a 3 x 0.5 inch deep opening for paper submissions in the center.

4 TOP HANDLE: Fold where marked and attach to top.

Use 1 x 14 inches strip (after initial folding). Crease on dashed lines as shown to create handle shape.



EXAMPLE: Your briefcase should resemble this when assembled.