

22" x 28" MESSAGE BOARD INSTRUCTIONS

LETTER SET

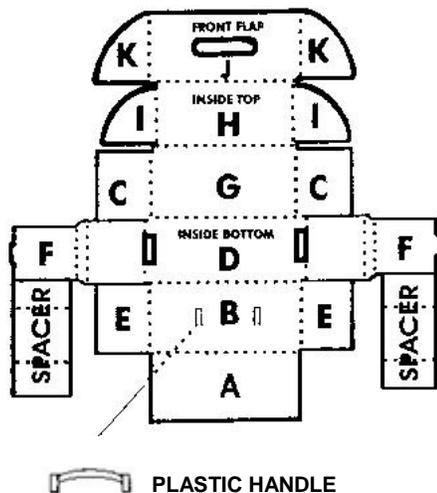
Break edges off sheets of letters by bending forward
 Break rows apart and then each letter apart
 No scissors are required
 See back side for list of included letters, numbers, and words

PLACING LETTERS ON PANELS

Place bottom edge of letters in bottom tracks on each line
 Arrange words on lines
 Bend letters to lock in top edge of each one in upper tracks
 Use large inserts and numbers on any two lines

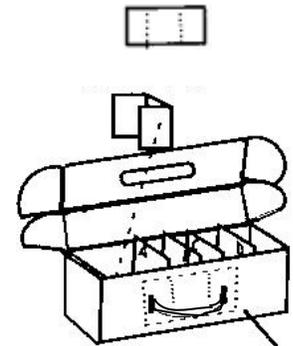
Caution: Sliding letters in from end of tracks or using corners of letters to cut into tape behind tracks can damage the panel

LETTER BOX ASSEMBLY



DETACH SPACERS FROM BOX TABS F
 INSERT HANDLE IN HOLES IN BOX FRONT B
 FOLD A OVER B TO SECURE HANDLE
 FOLD TABS C IN AT 90 ANGLE OVER BOTTOM
 FOLD TABS E IN OVER BOTTOM & OVER TABS C
 FOLD SIDE TABS F OVER E AND C
 LOCK TABS IN HOLES IN BOTTOM OF BOX D
 PUT LETTER DIVIDERS WITH TABS IN BOX
 PLACE LETTERS IN BOX
 PUT SPACERS IN FLAT ALONG SIDES OF BOX
 FOLD TABS I INTO BOX TO CLOSE
 FOLD TABS K INTO SLOTS ON SIDE TO SECURE

USE SPACERS TO KEEP THE
 REMAINING LETTERS FROM
 SHIFTING IN THE BOX WHEN
 SOME ARE IN USE ON THE SIGN.
 JUST FOLD AND PLACE IN BOX.



STORE SPACERS ALONG
 SIDES UNTIL NEEDED

CARE AND MAINTENANCE

We recommend that you clean your message board periodically to help keep the dirt from building up in the tracks.

The entire sign can be cleaned with soap and water

Do not use harsh or abrasive cleaner

MESSAGE BOARD

SUMMARY OF INCLUDED CARDS

Small Letters (black)

	# Included
A	14
B	8
C	8
D	8
E	18
F	6
G	6
H	6
I	10
J	6
K	6
L	8
M	6
N	8
O	8
P	8
Q	4
R	12
S	12
T	12
U	8
V	6
W	6
X	2
Y	6
Z	6

Small Numbers and Symbols (red)

	# included
1	8
2	8
3	8
4	8
5	10
6	8
7	8
8	10
9	12
0	8
%	2
,	12
-	6
!	8
\$	4
¢	2
?	2
★	4
.	10
@	2
*	2
+	2
:	4
→	6
&	2

Large Numbers and Symbols (red)

	# included
1	2
2	2
3	2
4	2
5	2
6	2
7	2
8	2
9	2
0	2
\$	2
%	2

Also included:

The words "SALE" and "Special" – 2 of each in red

Large Letters to spell out "HIRING" and "OPEN" – 2 of each in red

Index Tabs - dividers used to organize letters and numbers in Letter Box