

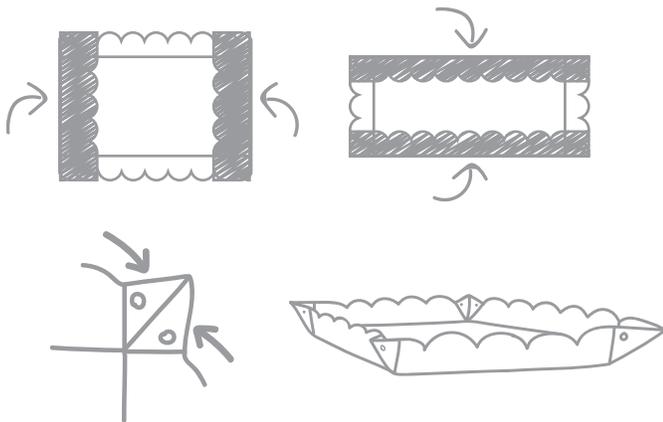
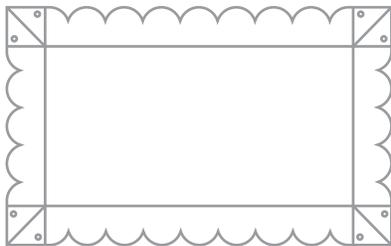
Cookie Order Card Tray

Serve up your cookie order card on this “cookie tray”. An alternative to a clipboard, it makes a great surface for customers to use when filling out the order card.

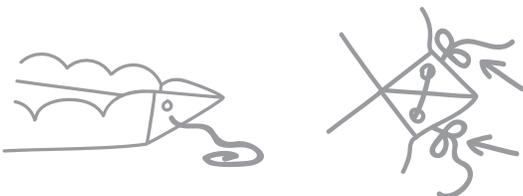
You will need: scissors, hole punch, ribbon, cardstock, cardboard (or foam board), glue dots (spray adhesive or glue)

Instructions:

1. Print on 11 x 17 card stock.
2. Cut out tray on dotted lines.
3. Use a hole punch to punch two holes in each corner, where indicated. (TIP: If you have these printed at a local printers, ask them to drill the holes after printing).
4. Fold on solid lines, per illustration.



5. Pinch the corners together and thread ribbon through the two holes. Tie a knot in the ribbon close to the hole so that the ribbon will stay tense and hold the corners together.



Optional Pen Loop:

6. Cut a 3" long piece of decorative elastic (1/2" to 5/8" wide).

7. Decide where you would like your pen loop and cut two slits 1/4" apart that match the width of your elastic piece.

8. Cut an 1/8" wide slit in the cardboard or foam board, that lines up with the slits you cut in the tray.

9. Thread the elastic through the slits in the tray—one end down each slit, and then thread both pieces through the cardboard/foam board slit, and staple them in place and then cover the ends with some clear packing tape or duct tape, leaving a small loop on the top of the tray, that can accommodate a pen.

10. Cut a piece of cardboard or foam board to 11½" x 6".

11. Attach the tray to the cardboard or foam board using glue dots (one in each corner, OR spray adhesive OR glue).

Note: Glue dots work great at an event, where you do not have time for the traditional glue to dry.

12. Serve up your cookie order card to potential customers on your cute new “writing tray”!