

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

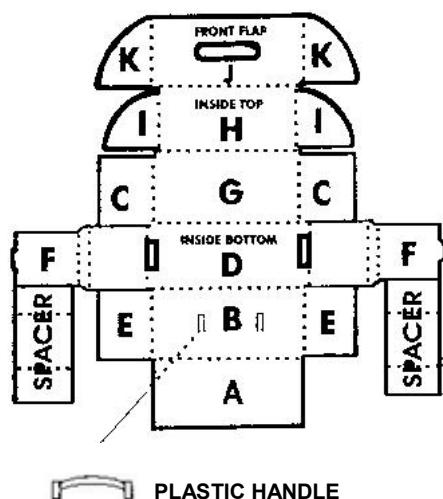
Arrange words on lines

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

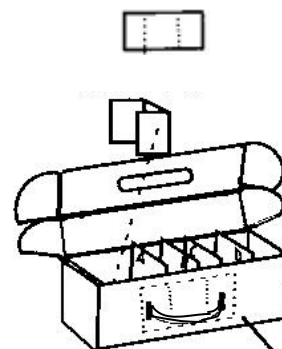
LETTER BOX ASSEMBLY



PLASTIC HANDLE

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