

**Baby Bag Tag Instruction Sheet**

* Insert your organization’s name and phone number on the first page. There are six lines to adjust.
* Insert your logo, address, phone number, and web address on the second page. There are six places to adjust. You may also add the name/number of your foster coordinator. Be mindful of the spacing so that the front and back will match up when you print.
* Print the document double-sided, and check for spacing by holding it up to a light. If spacing is correct, print as many as you need. Since we created these tags using Word, you may need to adjust the spacing as you customize the tags in order to have the front and back line up. Feel free to recreate these tags on a program like Publisher if it would be easier for you.
* Cut them into 6 evenly sized tags.
* Laminate the tags leaving a ¼ inch border around each tag to ensure that it has properly sealed.
* Cut the tags leaving the ¼ inch border around each one.
* Punch a hole in the upper left hand corner.
* Use a Sharpie pen to number each label before you laminate. It is best to do this on the back of the tag with your logo.
* Attach the label to your baby bag using a metal loose leaf binder ring. This allows for easy removal prior to laundering.