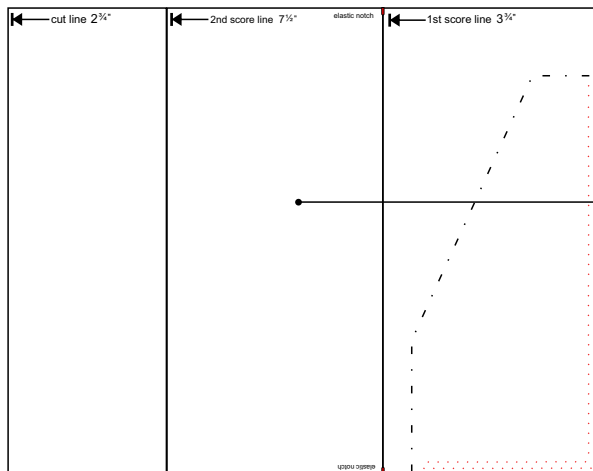


### step 1 make the Template only (portfolio)

print and cut pattern pieces (a) and (b) with white 200gsm cardstock (keep this for you're template)



### note: for Envelope pattern,

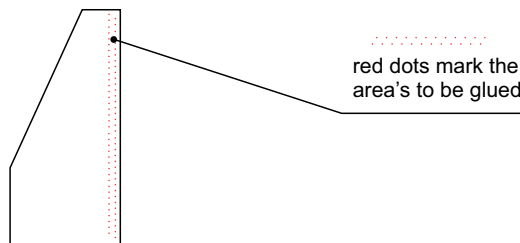
see other template and instruction sheet for money envelope that goes in this portfolio

### step 2

- trace or measure out the portfolio pattern pieces (a) and (b) directly onto you're pattern paper cardstock, using the printable template from step 1.
- medium to heavy cardstock weight
- colour or print pattern of your choice, birthday, Christmas, saving for holiday etc.

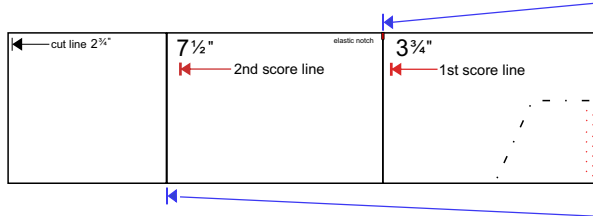
### step 3

- glue the back of the pocket (b) only at the bottom and the long side
- and glue it to the portfolio on the right hand side, inside the back piece
- \*see video tutorial for visual instructions



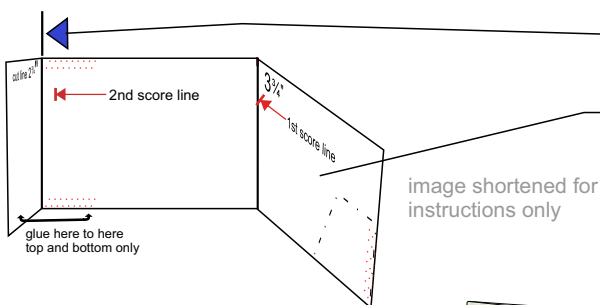
### step 4

- score from right to left
- 1st score line at 3 3/4"
- 2nd score line at 7 1/2"



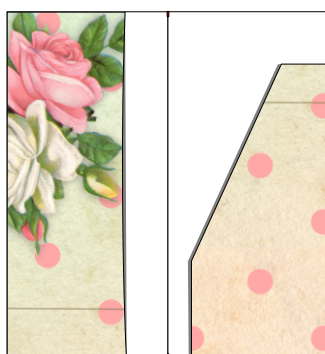
### step 5

- fold left flap pocket in towards the inside of the portfolio
- fold this in towards the centre
- then glue down the side pocket, on the inside of the portfolio
- \*see video tutorial for visual tips

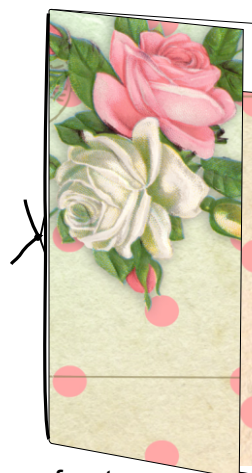


### step 6

- notch the top and bottom of the fold line for the hat elastic to hold the pages in (optional)
- tie a piece of hat elastic around the portfolio, not too tight but not too loose
- \*see video tutorial for visual tips



inside



front

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video tutorial

<https://youtu.be/6wcnzGUmTC8>

assembly instructions printable ©

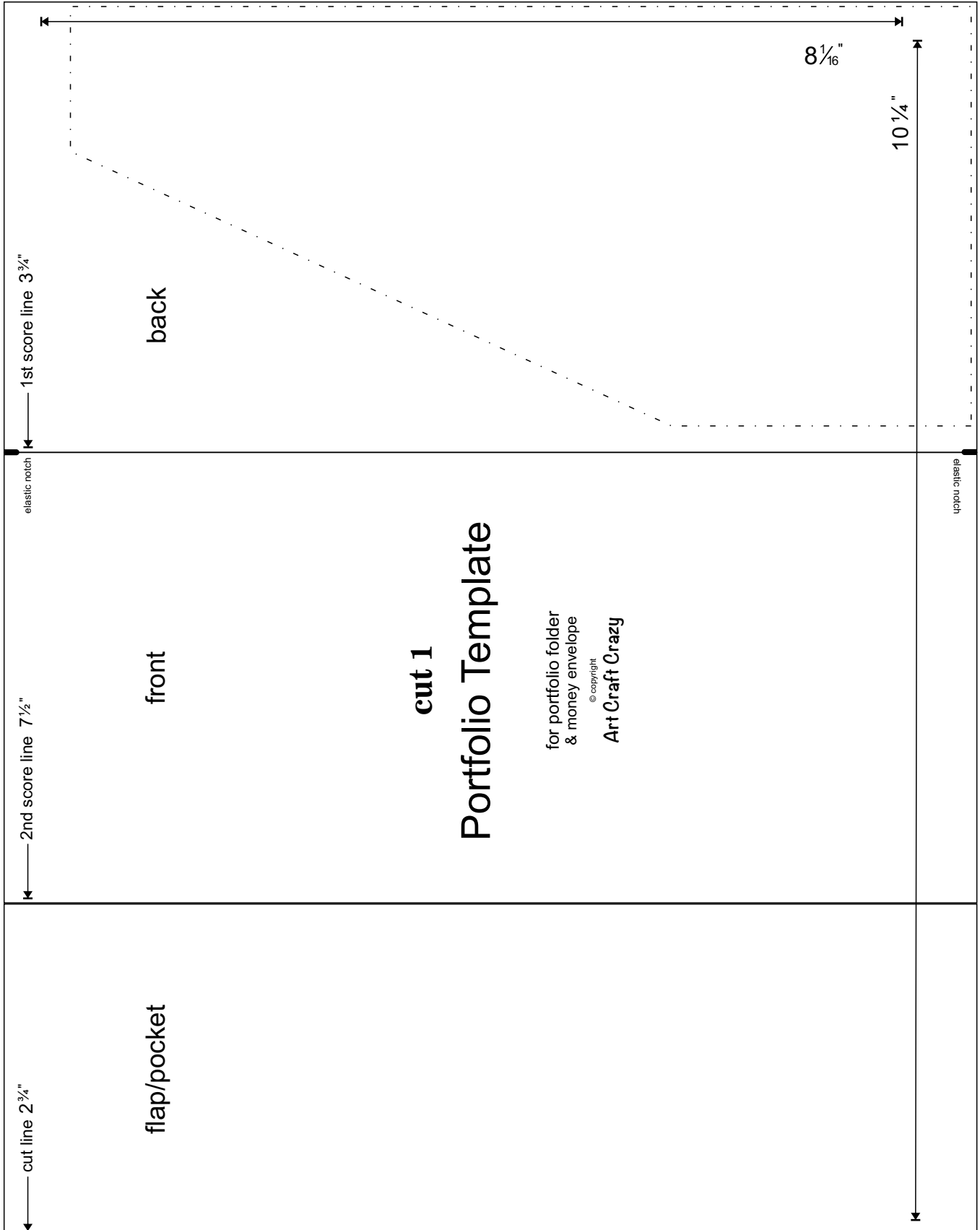
# Portfolio template for money envelope

<https://artcraftcrazy.com/money-envelope-gift-portfolio-set>

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cut a  $8\frac{1}{16}$  x  $10\frac{1}{4}$  "

piece of card stock, can be one sided or double sided print  
this is for the main portfolio  
then follow the score line instructions on step 4



note: this is not the actual template, it doesn't fit in the print frame  
BUT it does fit on an A4 and a letter size card stock for hand measuring and cutting

video tutorial

<https://youtu.be/6wcnzGUmTC8>

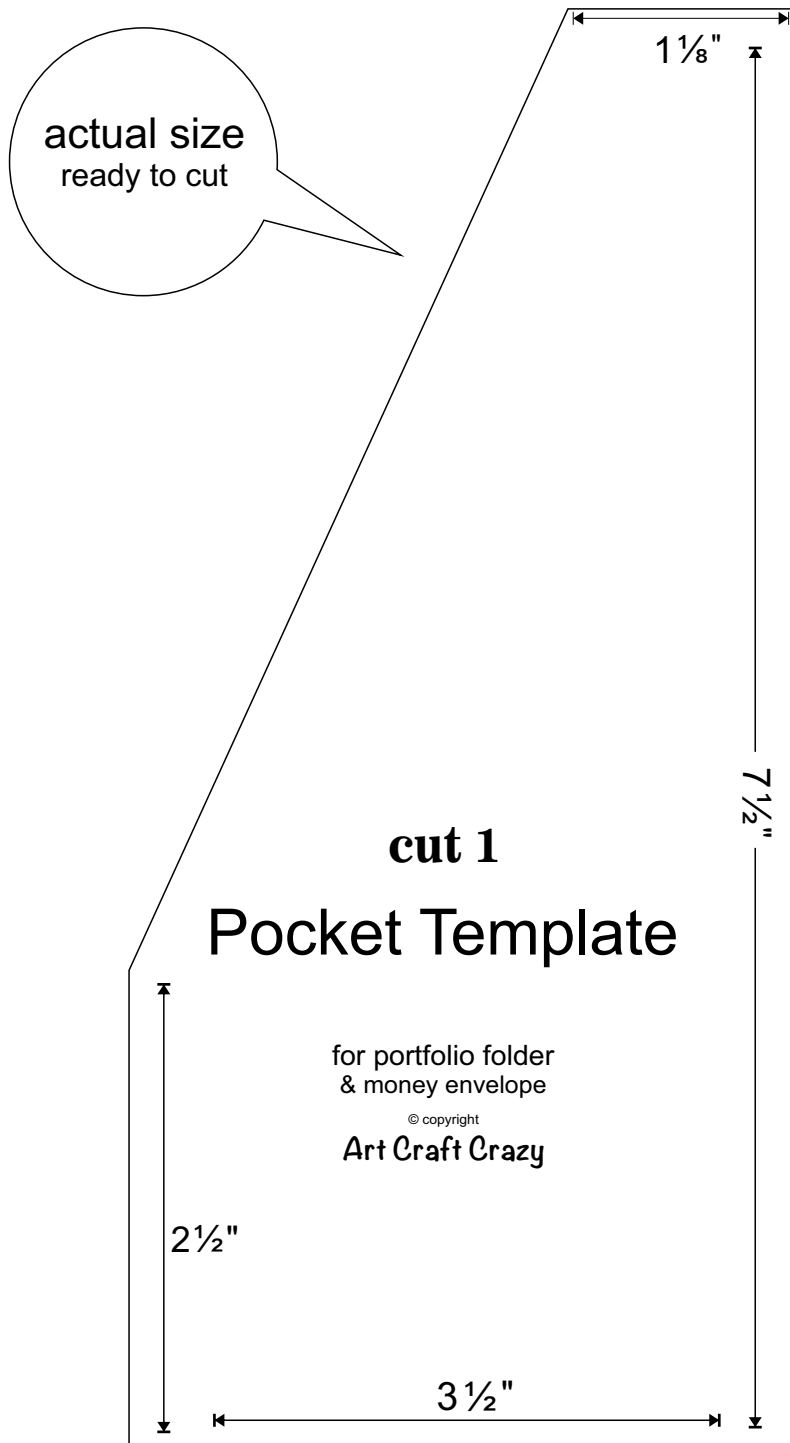


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Portfolio template for money envelope

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