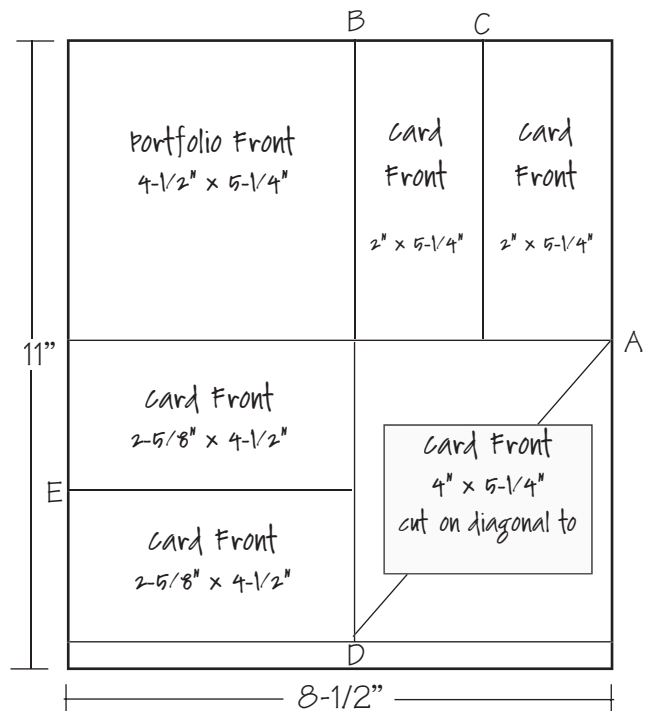# DoubleTime Portfolio w/ Cards

Materials:

- 1-8-1/2 x 11 piece of (white) cardstock
- 3-sheets of coordinating cardstock
  (cut each in 1/2 to make 6 cards)
- Additional cardstock for layering
- 6 envelopes
- 12" Paper Cutter

1. Stamp an entire 8-1/2 x 11 piece of (light) cardstock with desired pattern *(it's ok if it looks busy-it will look great when cut up!)*.
2. Cut stamped cardstock using template on right as a guide (A-E).
3. Cut additional pieces out of coordinating colored cardstock as needed for layering on the actual cards and porfolio.
4. Assemble 6 cards and the portfolio by layering the doubletime stamped pieces as desired.

Portfolio

Materials:

- 8-1/2 x 11 piece of cardstock
- 12" Paper Cutter with Scoring Blade
- Bone folder
- Organdy Ribbon

1. Stamp Cardstock as desired.
2. Score 11" at 5-1/2" *(in other words-fold in half)*
3. Score 8-1/2" length at 2-1/2".
4. Fold cardstock at scored lines using bone folder.
5. With the cardstock folded in half, cut a 45 degree angle from the bottom up to the 2-1/2" score line. Open the folder up and fold up the 2-1/2" flaps and close the portfolio.
6. Punch 1 hole on each side of closed portfolio at about 3" from the top and 1/2" in from the sides using the 1/4" punch.
7. Weave ribbon throught the holes.
8. Place matching stamped cards and envelopes in each pocket.
9. Close the folder and tie a bow on the side.

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Template (8-1/2" × 11"):

- **Portfolio Front** 4-1/2" x 5-1/4"
- **Card Front** 2" x 5-1/4"
- **Card Front** 2" x 5-1/4"
- **Card Front** 2-5/8" x 4-1/2"
- **Card Front** 4" x 5-1/4" cut on diagonal to
- **Card Front** 2-5/8" x 4-1/2"

1. 11" / 8-1/2
2. cut a 45 degree angle / 2" flap
3.
4. 1/4" punch