

**KEY:**

Score Line: 

Cut Line: 

NOTE: This diagram is NOT to scale.

**Cutting and Scoring Instructions:**

1. Cut your cardstock to  $5\frac{1}{2} \times 10\frac{1}{2}$  "
2. Score on the long side:  $2\frac{3}{4}$ " and  $6\frac{1}{4}$ "
3. Measure down  $2\frac{1}{4}$ " from the top left corner and make a pencil mark.
4. Cut from the pencil mark over to the second score line ( $6\frac{1}{4}$ ").
5. Now fold at your score lines accordion style

