# INSTRUCTIONS

1. Print out on letter-size or A4 paper. Telling Acrobat NOT to scale. Some cut-off is normal.
2. Cut out sections marked by scissors, slightly inside the lines.
3. Fold envelope along dashed lines.
4. Glue insides of fold-over tabs with dry glue stick (all except top) and adhere. Flatten and smooth.
5. Use the “*” marker as an indication of where to line up the centre hole. Using your punch, create holes as usual.
6. Practice.

## Receipts

<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Notes

- Use the “*” as an indication of where to line up the centre hole. Using your punch, create holes as usual.
- Practice.