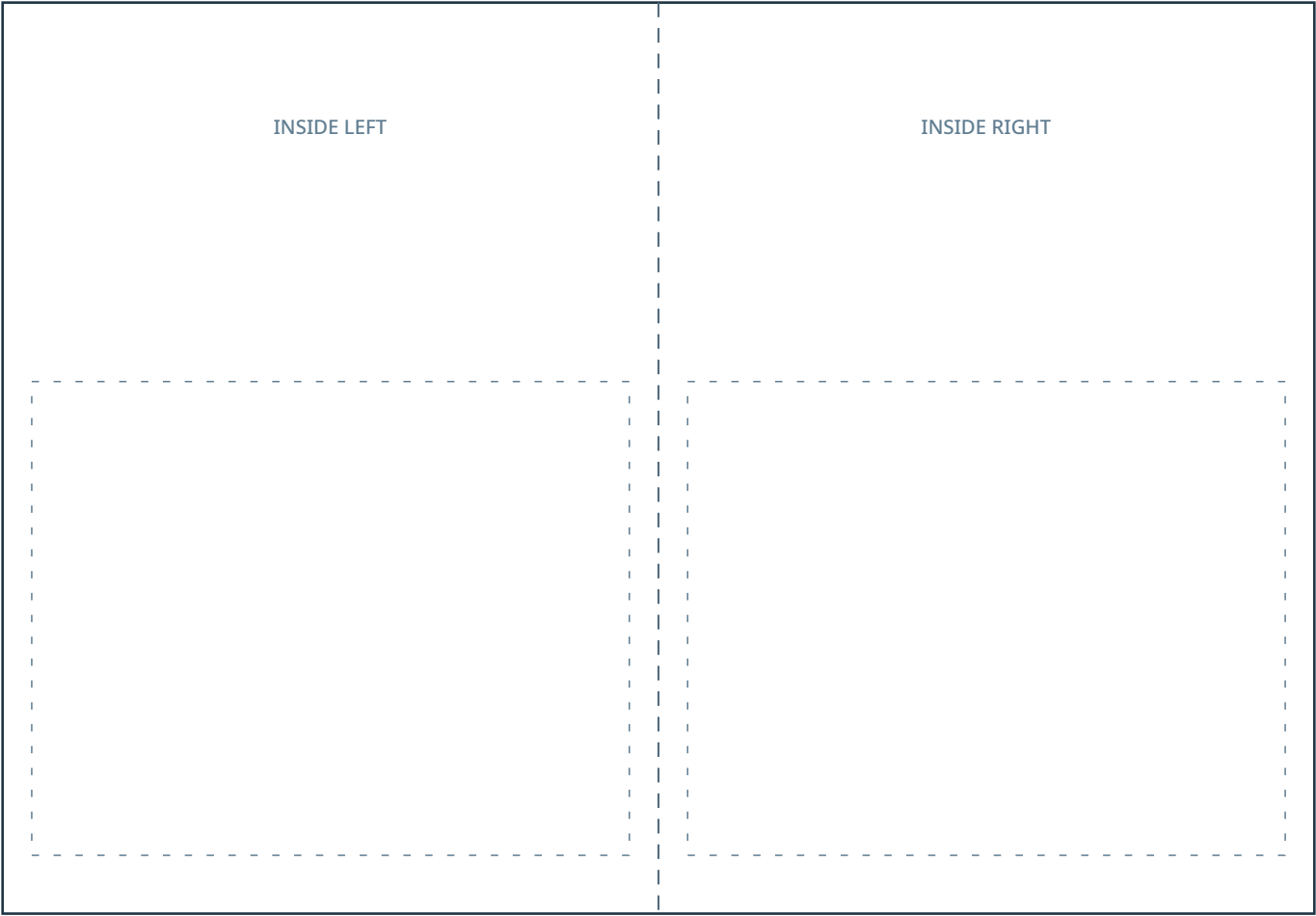


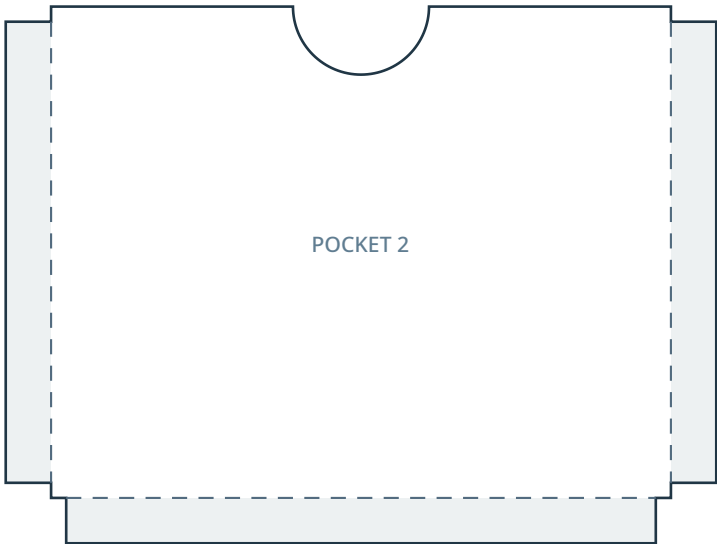
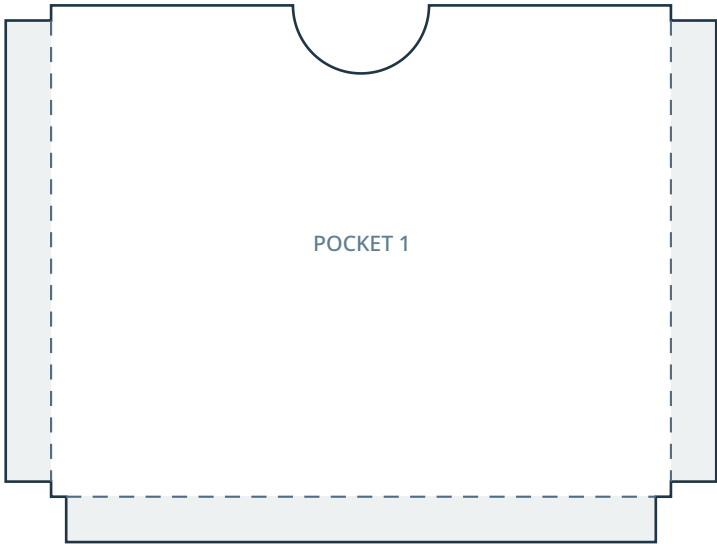
Pen-pal stationery folder

Folded cover / pockets attach to the inside



Pen-pal stationery folder

Separate pockets / shaded tabs attach behind the covers



Pen-pal stationery folder

Correspondence cards

CORRESPONDENCE LOG

Received

Sent

Reference

CORRESPONDENCE LOG

Received

Sent

Reference

REPLY OUTLINE

To

Message

Closing

REPLY OUTLINE

To

Message

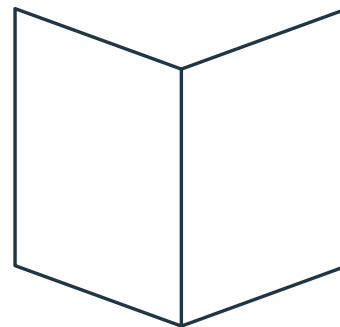
Closing

Pen-pal stationery folder

Assembly guide / print at 100% / check 50 mm / physical trial required

MAKE THE PROJECT

A 90 x 125 mm two-pocket stationery folder with a correspondence log and blank reply card.



CONSTRUCTION SCHEMATIC

MATERIALS

Plain paper for a first trial; suitable light card for the final piece; ruler, scissors, blunt creasing tool and paper adhesive. Use appropriate adult help with cutting and small joining parts.

- 01** Cut the folded cover, two separate pockets, correspondence log and reply card.
- 02** Crease the cover center and pocket tabs. Mount one pocket on each interior cover, with pocket bottoms 8 mm above the cover bottom.
- 03** Glue only the three pocket tabs. Keep the upper edges open and let the joins dry before inserting cards.
- 04** Use the log to note received and sent dates; use the separate card for a short reply outline. Do not write sensitive addresses on a publicly displayed folder.
- 05** Fold larger notes separately and test their thickness before inserting them. This is a small handmade folder, not a fitted full-size stationery binder.

Print at actual size and check the 50 mm scale. SVGs are editable vector masters; cutting-machine compatibility is not certified.



50 mm scale check | Measure after printing