

Gift Tracker – Instructions provided by Loretta Cannon cr8zyscrapper cr8zyscrapper@yahoo.com

I have seen these around, they were made out of manilla file folders. I wanted to make my own using my cutter. The .pdf pattern provided can be cut from 8 1/2" x 11" paper but I used 12"12" paper.

Supply list:

heavy patterned cardstock

2 large eyelets

48" ribbon 3/8" - 1/2"

1 small rubber band

8 brads

6 small eyelets

1 jumbo paperclip

1 chipboard letter

Using the .pdfs provided, print out pages 1-5 using your patterned paper by running it through your printer or trace and cut by hand. Page 6 is the outside folder, you will want to print it out on plain paper and make a pattern using the dimensions given, it is just a wee bit too long to fit comfortably on an 8.5 x 11 sheet of paper. You will want to cut 2 of the folder.

Print out the calendar, address book and gift tracker pages. The address book and tracker pages are provided in both a word and open office format. You can find additional calendars at

www.printfree.com/calendar_files/yearly/2010modified.htm.

Trim the address book pages to 6 3/4" x 3 3/4". Trim the tracker pages to 8"x 4".

Cut out all components, scoring and folding on the lighter lines.

You will want to refer to the pictures when building your tracker.

Glue the two outside folder pieces together I used two for durability. Apply the two band pieces to the front of the folder, punch two holes for the ribbon closure as shown in the pictures and insert big eyelets.

Apply the two inside pockets to either side of the folder attaching the tabs with brads.

Attach the round circles with eyelets to the receipt holder flaps this will hold it shut using the rubber band.

Attach the receipt "bookplate" to the bottom flap of the receipt holder using brads

Attach the receipt holder to the right side of the inside pocket.

Cut up the calendar and stack in order starting with January on top. Fold over the top scalloped edge of the calendar holder, punch 2 holes in the top of the calendar sheets and holder. Place the calendar sheets under the scalloped flap, insert the brads.

Print out and trip the address pages and gift tracker pages. Note that the address pages are shorter than the gift tracker pages. Using the two rectangular pieces fold over the tops, punch two holes in the pages and the bases use brads to secure the pages to the bases. Run ribbon through both eyelets. Slide these into the inside pockets.

Attach the chipboard letter to the tag, tie the tag to the jumbo clip. If I missed anything let me know.

Upload your creation to the Splitcoast gallery.

Name: _____
Birthdate: _____
Size _____
Hobbies: _____
Fav Color: _____
Last Yrs Gift: _____
Notes: _____

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Size _____
Hobbies: _____
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Last Yrs Gift: _____
Notes: _____

Name: _____
Birthdate: _____
Size _____
Hobbies: _____
Fav Color: _____
Last Yrs Gift: _____
Notes: _____

TRIM TO 8" x 4"

Name: _____

Address: _____

Phone: _____

Cell: _____

E-mail: _____

Name: _____

Address: _____

Phone: _____

Cell: _____

E-mail: _____

Name: _____

Address: _____

Phone: _____

Cell: _____

E-mail: _____

6 3/4" L x 3 3/4" W
ADDRESS BOOK PAGES.

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

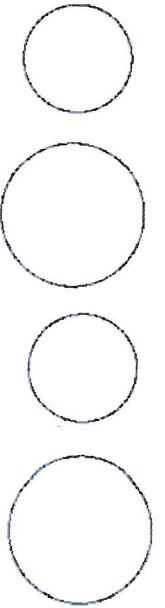
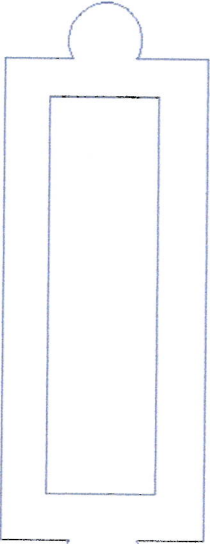
November						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

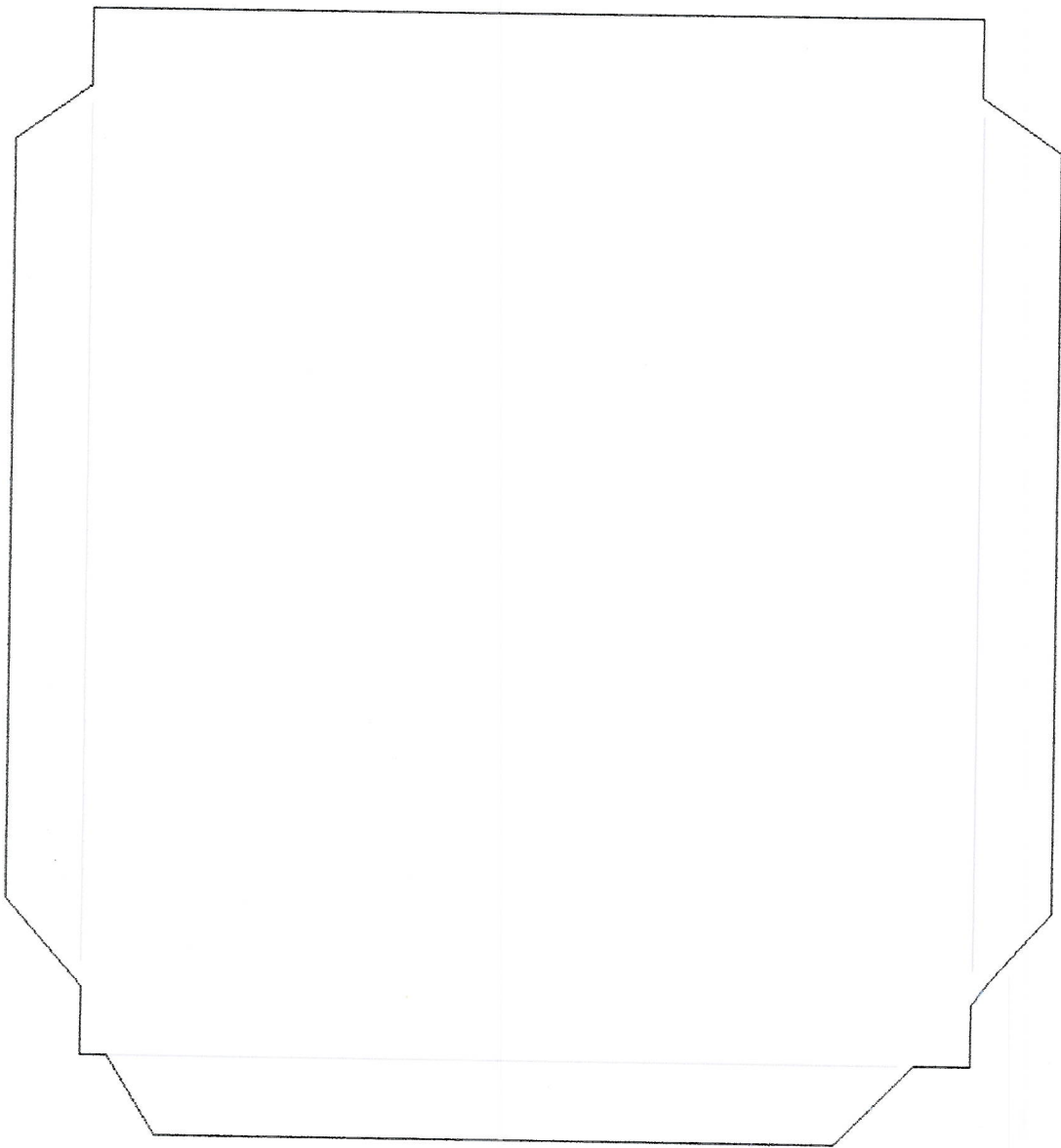
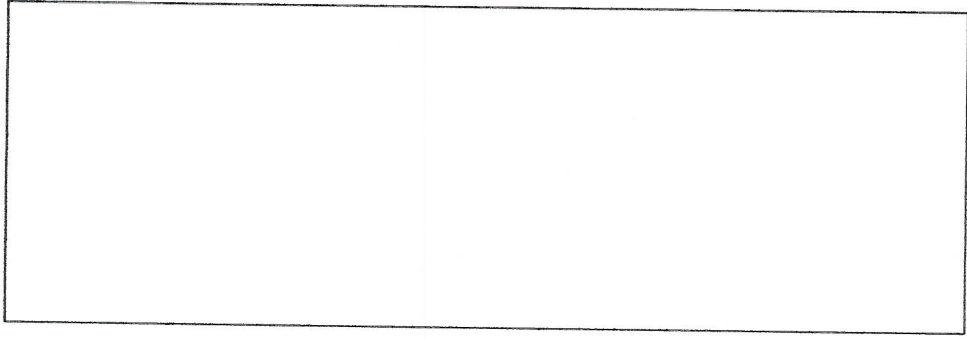
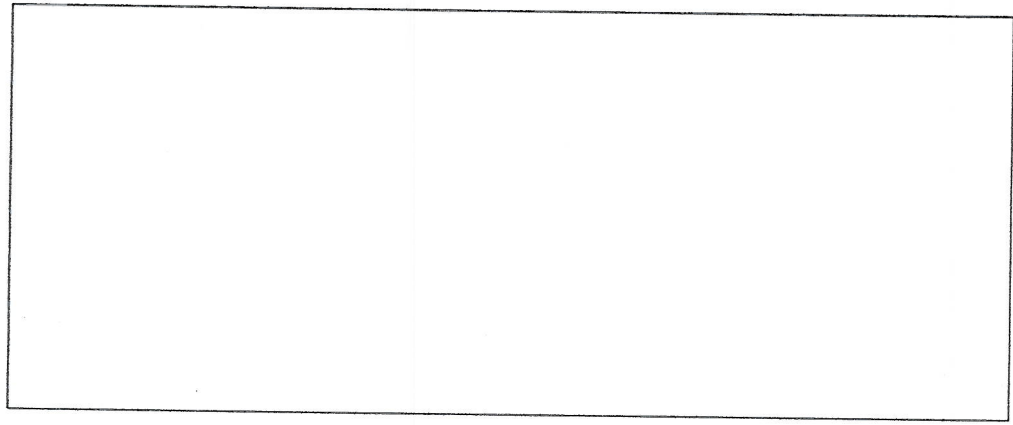
December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

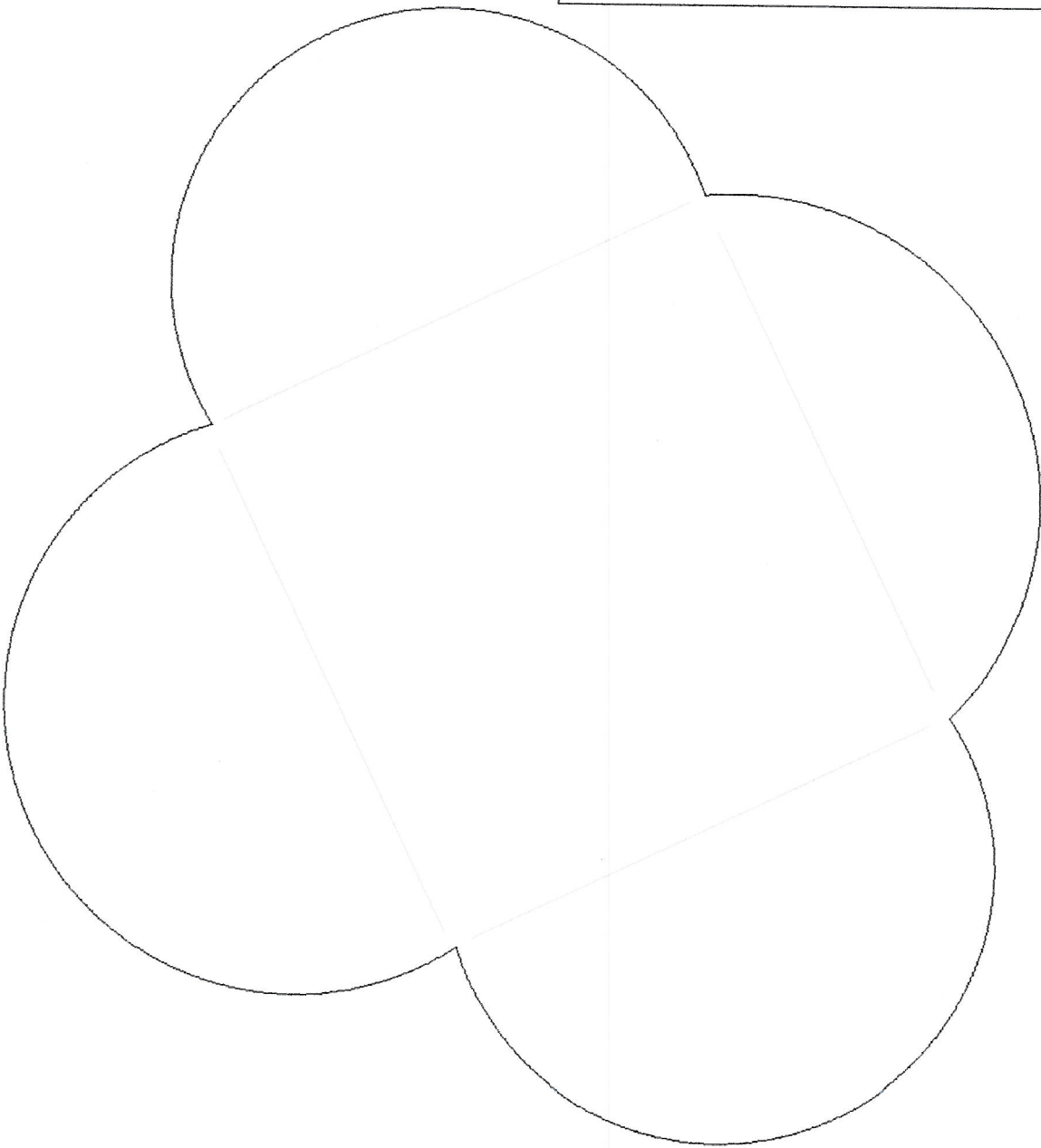
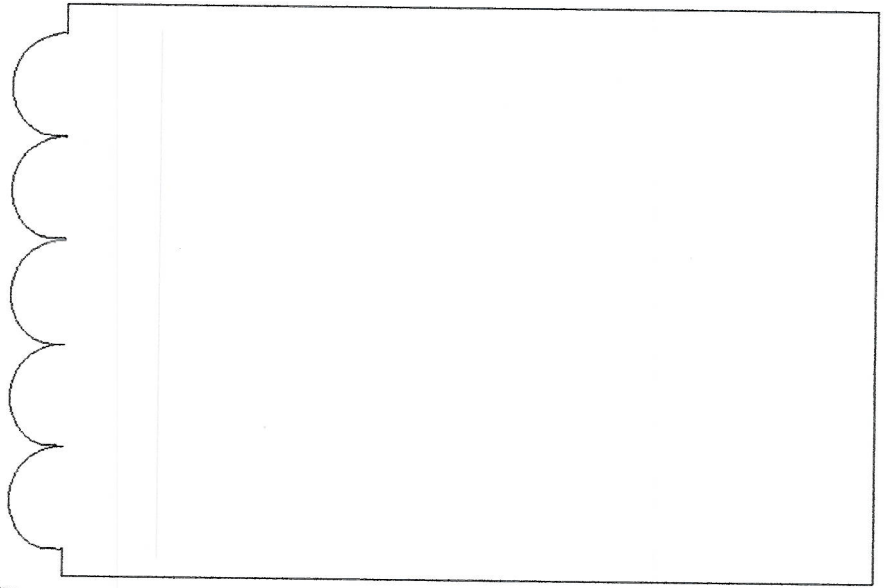
ADDRESSES

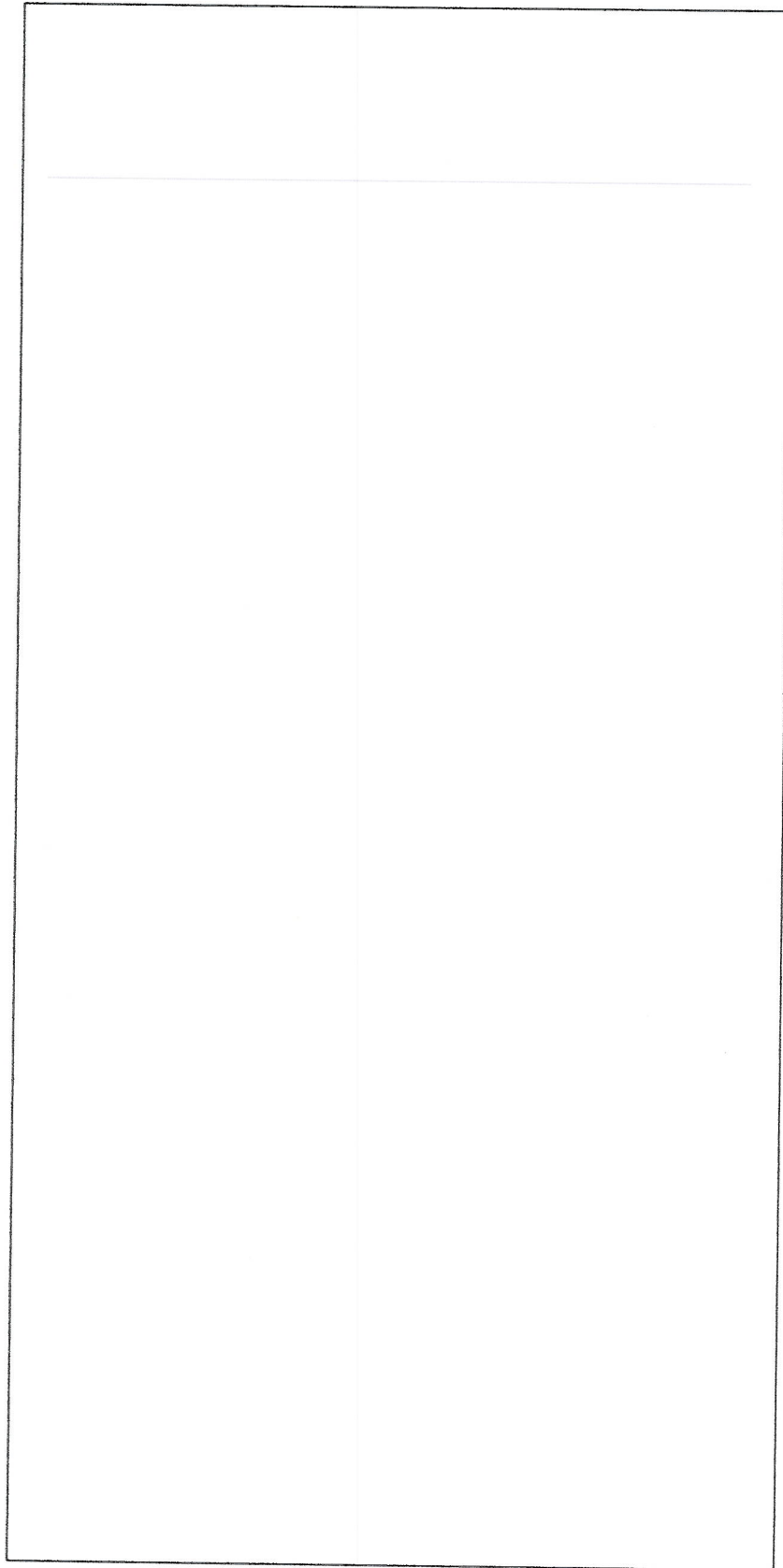
GIFT LIST

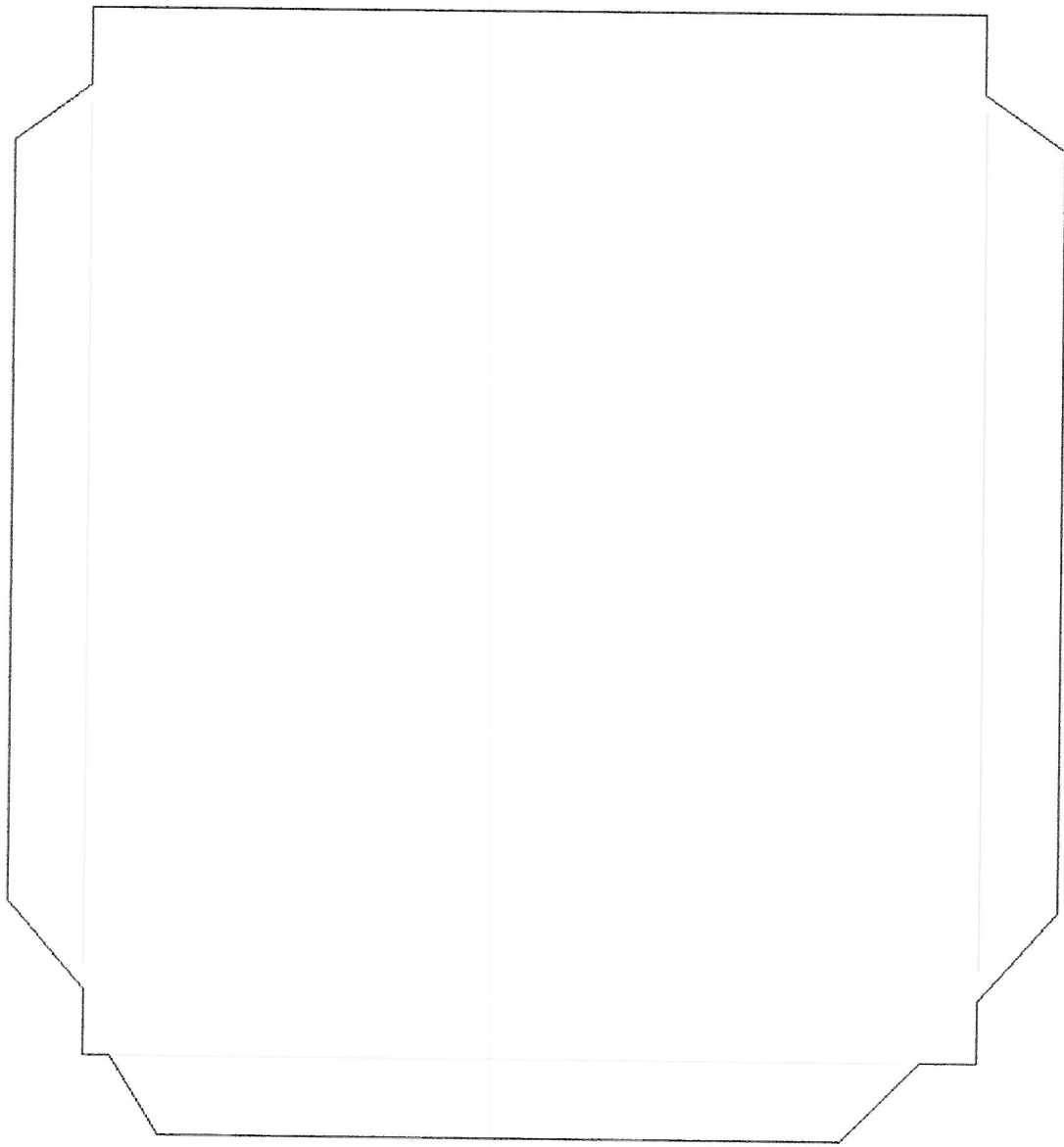
RECEIPTS

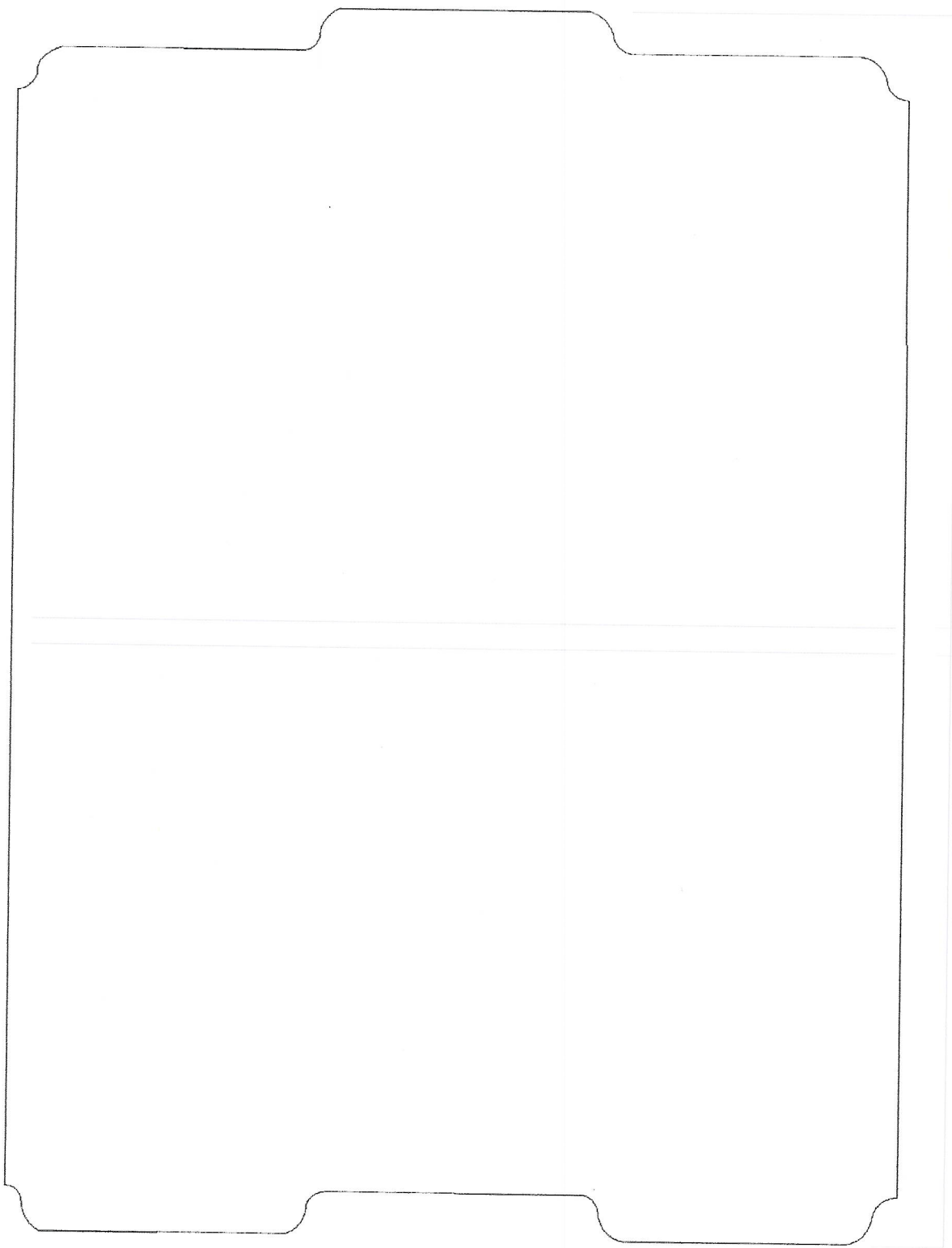












5.5"

1/4" 11.5"

5.25"



ADDRESSES

January

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Name: _____
Birthdate: _____
Sex: _____
Hobbies: _____
Fav Color: _____
Last Year Gift: _____
Notes: _____

GIFT LIST

RECEIPTS

