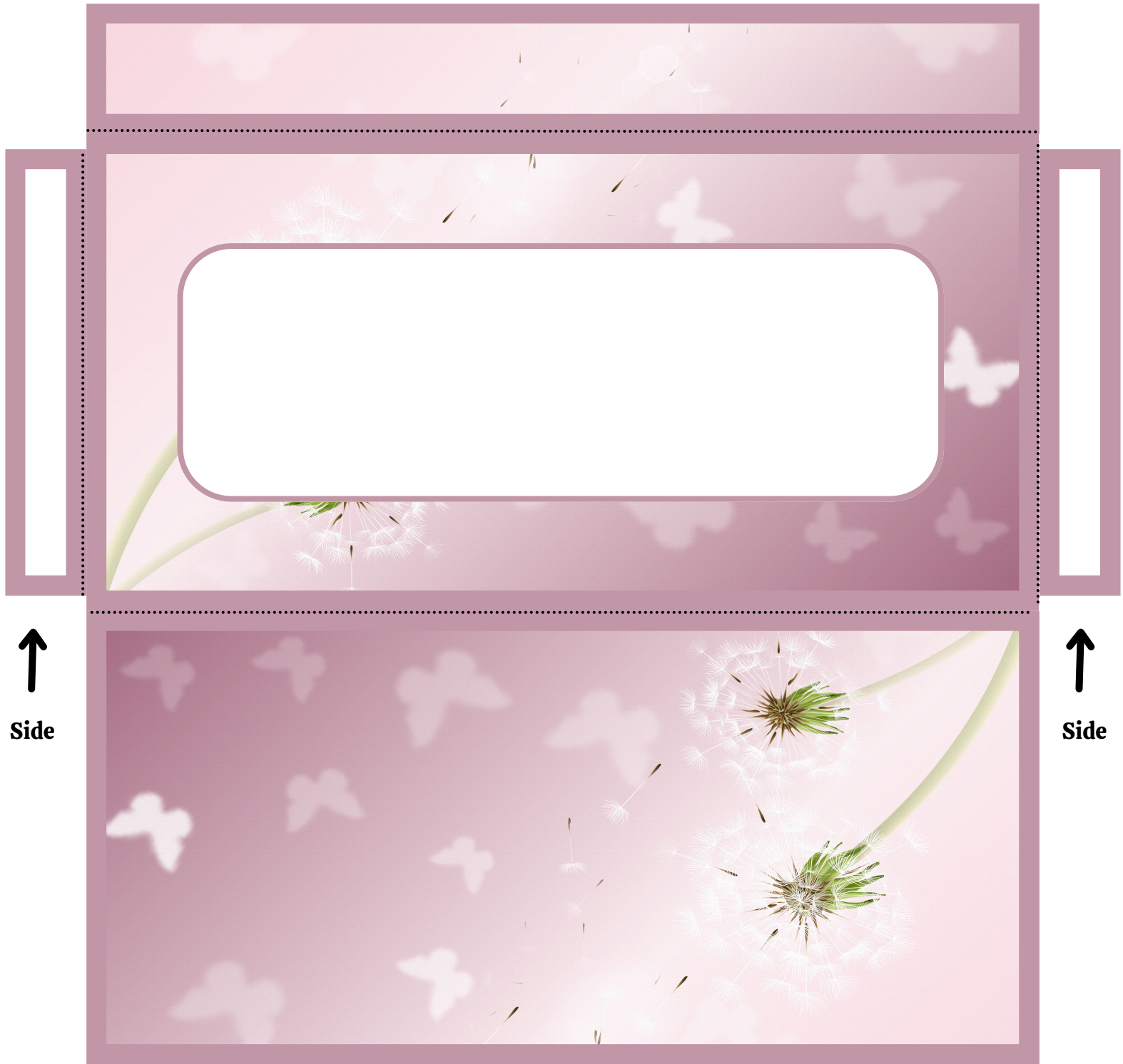**Instructions:** Cut off outer portion of envelope (area around envelope). Fold at Dotted Lines and use glue or Tape to adhere envelope back and sides together (Detailed Instructions Below)

This is the envelope flap. ↓

← Side

Side →

↑ **This is the back side of the Envelope.**

1) Fold Two Sides of Envelope at the dotted lines. 2) Fold Back of Envelope Behind front of envelope. 3) Use an adhesive to adhere back of envelope to two sides of envelope.

Instructions:

- Cut off outer portion of envelope insert (area around envelope).

- **For a Cash Envelope Insert:** Fold at Dotted Line and use glue or Tape to adhere envelope back and front together.

- **For a Cash Envelope:** Fold on dotted line and tape or glue outer edges together. Laminate for a reusable tracker.

↑ **This is the back side of the Envelope.**

1) Fold Two Sides of Envelope at the dotted lines. 2) Fold Back of Envelope Behind front of envelope. 3) Use an adhesive to adhere back of envelope to two sides of envelope.

Instructions: Cut off outer portion of envelope (area around envelope). Fold at Dotted Lines and use glue or Tape to adhere envelope back and sides together (Detailed Instructions Below)

The Savvy Butterfly blog

This is the envelope flap. ↓

↑ **Side**

↑ **Side**

↑ **This is the back side of the Envelope.**

1) Fold Two Sides of Envelope at the dotted lines. 2) Fold Back of Envelope Behind front of envelope. 3) Use an adhesive to adhere back of envelope to two sides of envelope.

Instructions:

- Cut off outer portion of envelope insert (area around envelope).

- **For a Cash Envelope Insert:** Fold at Dotted Line and use glue or Tape to adhere envelope back and front together.

- **For a Cash Envelope:** Fold on dotted line and tape or glue outer edges together. Laminate for a reusable tracker.

↑ **This is the back side of the Envelope.**

1) Fold Two Sides of Envelope at the dotted lines. 2) Fold Back of Envelope Behind front of envelope. 3) Use an adhesive to adhere back of envelope to two sides of envelope.