

Tutorial – Handmade greeting card / money holder box

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Contact me at scrappinrabbit@gmail.com if you need clarification on any part of the tutorial.

Tutorial – 3-Piece Special Event Set (Greeting Card / Money Holder Box)

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In this tutorial, I show you how to make a greeting card/money holder step by step, from start to finish. It measures 11-1/4" x 11-1/4" wide and 11-1/4" high. There's a slot at the top of the box to slide in greeting cards. The lid can be flipped over and inserted into the bottom section of the box for easy storage.

Video Tutorial

The video tutorial is available on my YouTube channel at <https://youtu.be/xQWPcIfnPOQ>.

Supplies

Basic Supplies:

- Paper trimmer
- Ruler
- Score board, bone folder (or other tool for folding paper)
- Two-sided tape, tacky glue, your favourite adhesive for matting (I use a combination of two-sided tape and a glue stick for matting)
- 8-1/2"x11" cardstock (a package of 50 sheets will more than suffice)
- Glue gun and glue sticks for attaching embellishments
- Embellishments: punched borders, flowers, bling, etc. etc.

ADDITIONAL SUPPLIES:

- 7 sheets medium to heavy weight 12"x12" chipboard
- 6 sheets 12"x12" scrapbook paper for covering the tops and sides
- Sharp tool for cutting openings in chipboard

1 – INTRODUCTION & CONSTRUCTION OF BOTTOM BOX

The greeting card/money holder comes in two pieces: the box and a removable lid. The chipboard pieces are attached together with hinges made of cardstock. Part of the hinges will be visible when the box is completed so select your cardstock in a color that will coordinate with your scrapbook papers/embellishments.

TO MAKE THE HINGES:

- Trim hinges according to the sizes indicated in the measurements. Score the hinges lengthwise at 1" then fold along the score line.



BOTTOM BOX:

Cut from cardstock:

Hinges for base:

- *Horizontal hinges (cut 4): 11" long x 2"w*
- *Corner hinges (cut 4): 6"h long x 2"w*

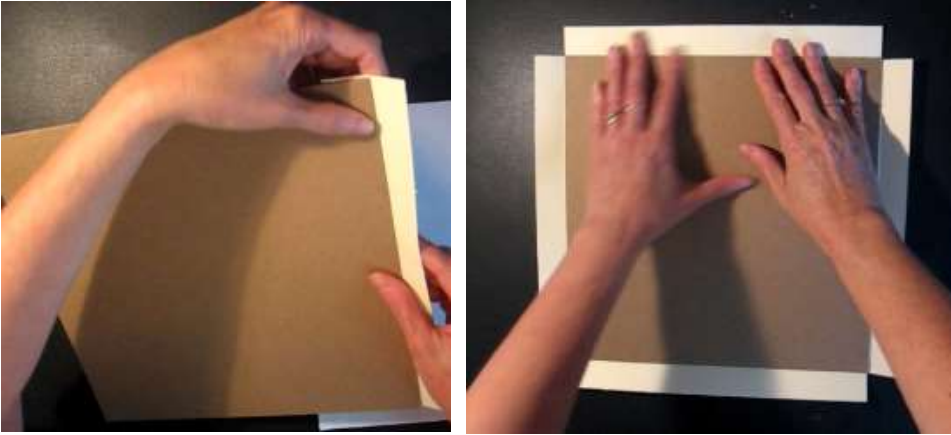
Cut from medium weight chipboard:

- *Bottom: 11"w x 11"h*
- *Sides (cut 4): 11"w x 6"h*

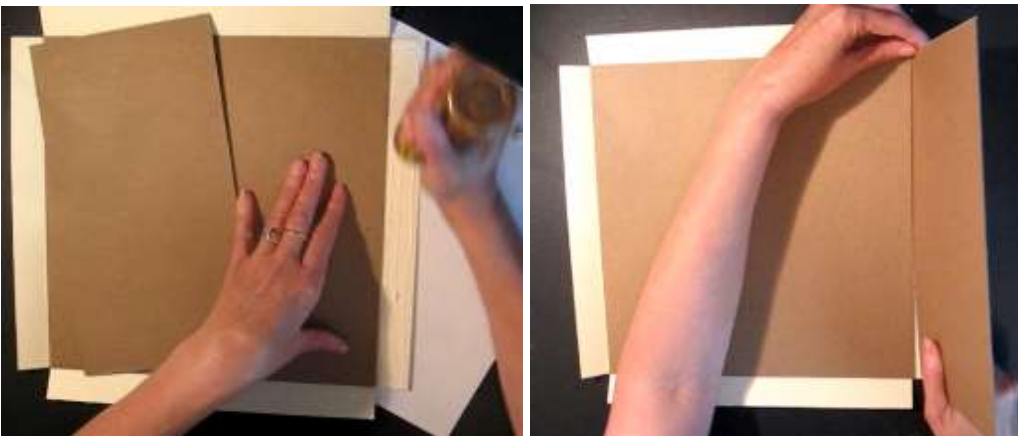
The sides attach under the bottom using the horizontal hinges.



- Apply glue inside one half section of a hinge and attach it to the bottom piece underneath the edge.
- Attach hinges underneath the other three edges of the bottom piece.



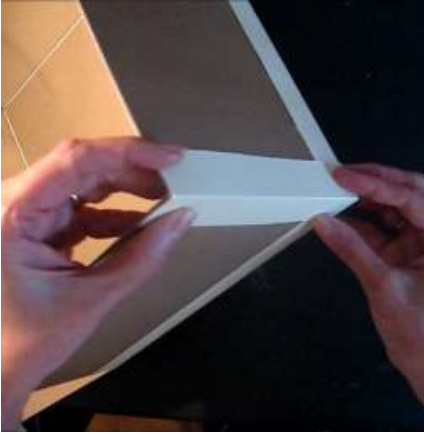
- Apply glue to the other half section of a hinge.
- Position a side piece over the hinge - hold the side piece so that it's flush against the edge of the bottom, but standing up. (If you glue the side piece against the edge while it's lying flat, you risk tearing the hinge when you fold the side up.)



- Fold the hinge up to adhere and let dry. (There will be a narrow gap between the bottom and the side when you lay it down flat.)
- Repeat to attach sides to the other three hinges.



Sides will attach together using corner hinges.



- Cover the entire surface of a hinge with glue. Fold up two side pieces to joint them at one corner and cover with the hinge. Let dry.
- Repeat to attach corner hinges to the other sides and let dry well.



2 – CONSTRUCTION OF LID & MATTING THE BOX

The lid is slightly larger so that it will fit over the bottom of the greeting card/money box holder. The top section consists of an 8"x8" box that is attached to the base of the lid.



Cut from cardstock:

- *Box horizontal hinges (cut 4): 8" long x 2"w*
- *Box corner hinges (cut 4): 5"h long x 2"w*
- *Lid base horizontal hinges (cut 4): 11" long x 2"w (if you are using 12"x12" inch cardstock, then go ahead and make these hinges 11-1/4" long. But 11" inches work also!)*
- *Lid base corner hinges (cut 4) 2"long x 1" w*
- *Hinges for attaching the box to the lid base (cut 4): 8" long x 1"w (these hinges are narrower than the other hinges)*

Cut from medium weight chipboard:

- *Box top: 8"w x 8"h*
- *Box sides (cut 4): 8"w x 5"h*
- *Lid base: 11-1/4"w x 11-1/4"h*
- *Lid base sides (cut 4): 11-1/4"w x 1"h*

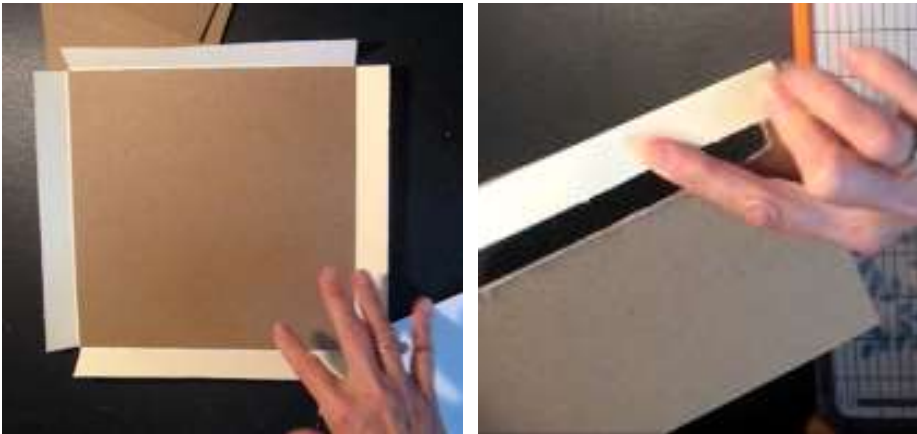
LID:

Start by assembling the box section. Cut a slot measuring about 7"w x 1/2"h on one of the box side pieces:

- Mark the slot about 3/4" from the top edge and 1/2" from each side.
- Cut out the opening using a knife or other sharp tool.



- Attach the box horizontal hinges underneath the box top.
- Attach box sides to the hinges. (Trim off a bit of the edge on one hinge to accommodate the side piece that has the slot, otherwise the hinge will block part of the opening.)

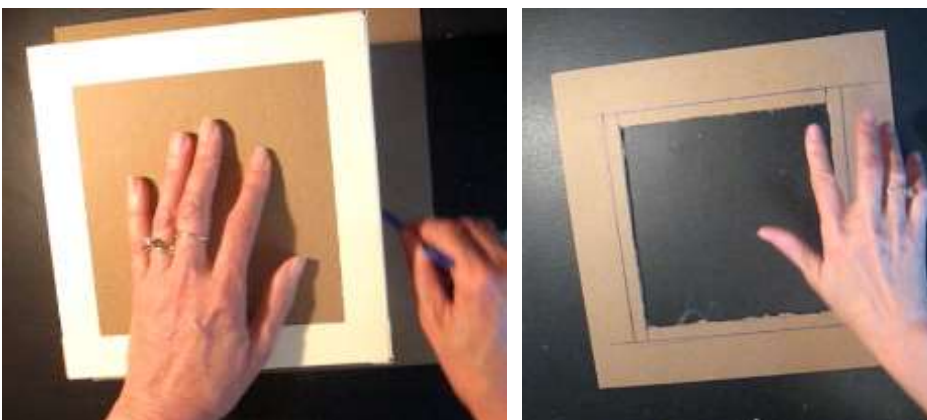


- Attach box corner hinges to the sides.
- Trim the edges of the hinges where they attach to the sides of the piece with the slot.



Cut an opening in the lid base so the cards can fall into the bottom section of the greeting card/money holder.

- Center the 8"x8" box over the lid base (about 1-5/8" away from the edges all around the lid base) and trace around the box with a pen or pencil.
- Cut out a square opening 1/2" inside the lines.



- Attach the lid base horizontal hinges around the outside edges of the lid base. If your hinges measure 11” long, center them left to right along the edges. (The corners will eventually be covered so gaps won’t be visible.)



- Attach the narrow chipboard lid base sides to the horizontal hinges, then secure them with the small corner hinges.

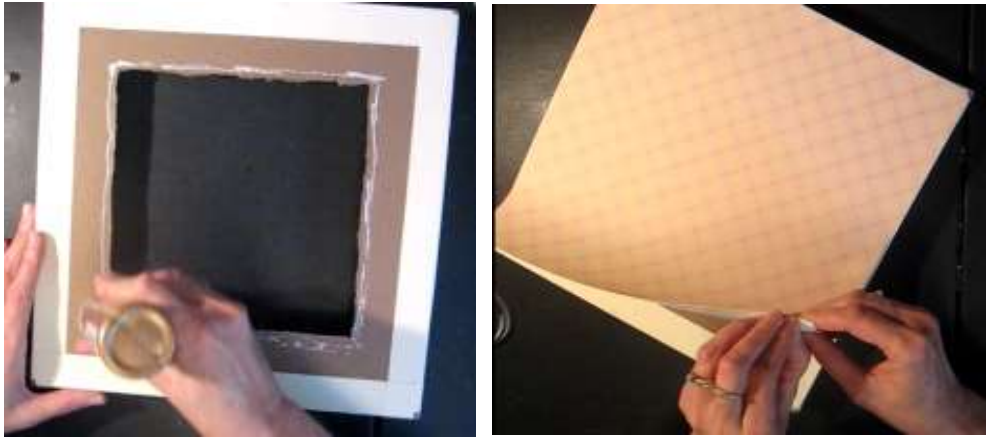


You need to mat the lid base with scrapbook paper before attaching the box to it.

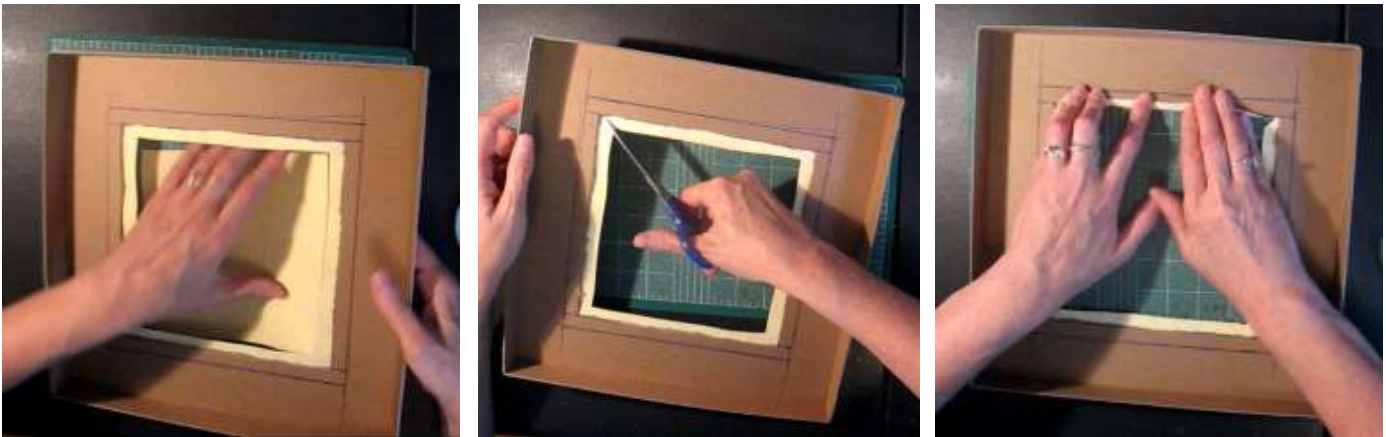
- Place your scrapbook paper over the lid base and mark where to trim the paper leaving a 1/8” border of cardstock showing all around.
- Trim the paper, then on the back attach two-sided tape around the edges. (I put two strips of tape around each edge for extra sturdiness.)



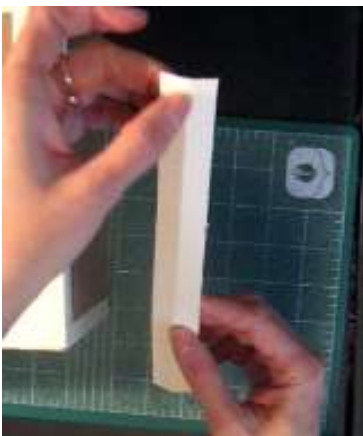
- Apply glue around the edges of the opening on top of the lid base.
- Position the paper over the lid base and remove the tape backing to adhere.



- Flip the lid base over and cut the opening in the paper about ½” from the cut edges of the chipboard.
- Cut diagonally into the corners of the paper.
- Apply glue to the edges of the paper and fold each edge inside the lid to adhere. Set aside to dry.



- The hinges that attach the box to the lid base are narrower than the other hinges (1”w). Score these hinges lengthwise at ½” then fold.



The hinges will attach around the edges of the box and fold under.

- Apply glue inside one half section of a hinge and attach it to the outside edge of the box.
- Attach the remaining three hinges to the box. Set aside to dry.



- It's easier to mat the sides of the box before attaching it to the lid base. For the side with the opening, apply glue around the edges of the opening before attaching the paper.
- Cut the opening in the paper, then fold and glue the cut edges inside the box.



- Mat the other sides of the box.



The hinges on the bottom of the box fold under and attach to the edges of the square opening on the lid base.

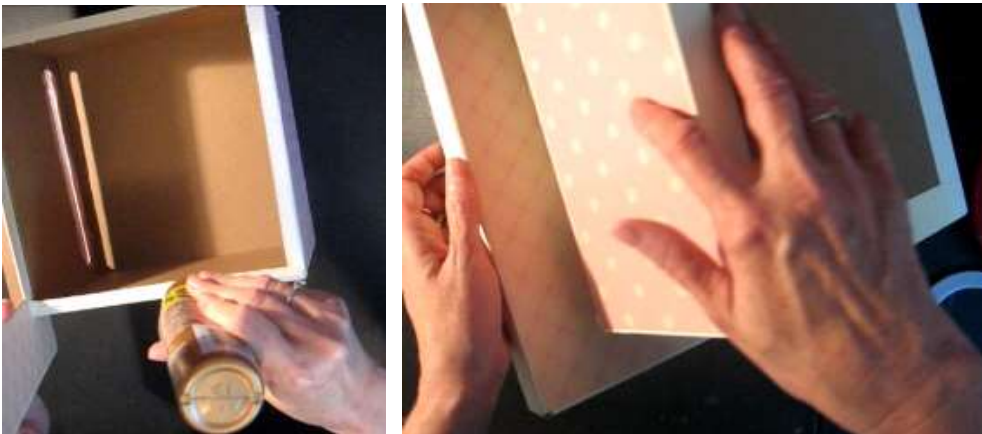
- Apply glue outside one of the hinges of the box.
- Carefully position the box over the lid base, aligning the hinge with one edge of the opening and adhere.



- Flip the lid over and squeeze the edge of the opening and the hinge together to adhere well. Let dry.



- Apply glue to the remaining hinges.
- Lower the box over the lid base to adhere the other three hinges. Squeeze the hinges and edges of the base together to adhere well and let dry.



MATTING THE REST OF THE BOX:

- Mat the top of the lid.



- Mat the sides of the lid base, wrapping the bottom edges of the paper inside the lid so that none of the chipboard is visible along the bottom edge.



- Mat the sides on the bottom section of the greeting card/money holder, leaving a 1/8" border of cardstock showing around the bottom and side edges. The matting should be flush with the top edges of the box to hide the chipboard (although the lid will cover the top edges anyways).



3 – FINISHING TOUCHES & EMBELLISHMENTS

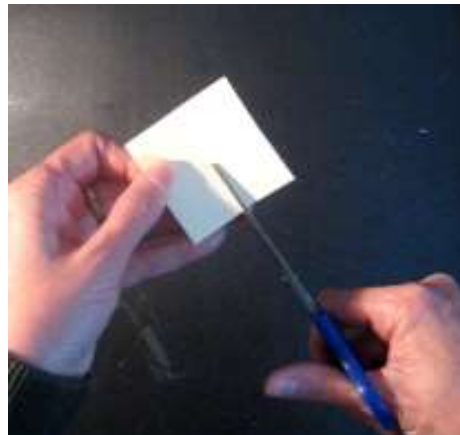
CORNER COVERS:

Make corner covers to hide the small gaps in the corners where the chipboard pieces meet.



Cut from cardstock:

- *Corner covers (cut as many as you need): 2-1/8" w x 2-1/8" h (The top corners of my greeting card/money box will be covered with flower embellishments so I'm only making four corner covers for the base of the lid.)*
 - Score and fold the corner covers halfway (1-1/16") horizontally and vertically.
 - Cut half-way up one of the score lines to form flaps.

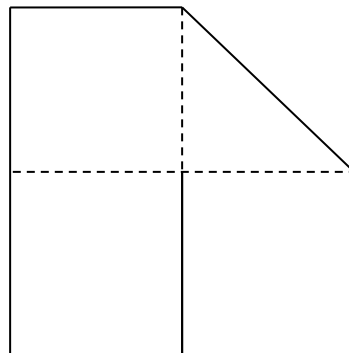


To position the corner covers:

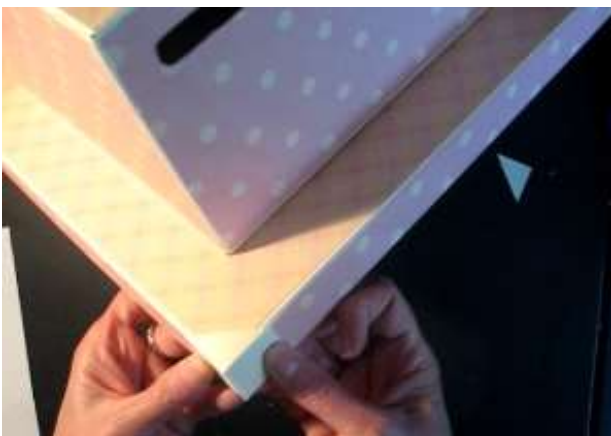
- The corner cover will be positioned on my lid so that the two flaps face forward.
- The side flap will fold to the front
- The top flap will fold down over the side flap.



- Trim the top of the corner cover diagonally for a more finished look.



- Attach the corner covers to the lid with two-sided tape or glue.



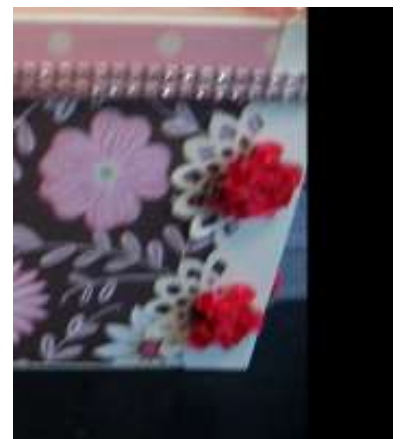
EMBELLISHMENTS:



- I added some bling around the edge of the lid base and the box on top.



- I decided to cover the four corners where the sides meet on the bottom section of the greeting card/money box. I punched a decorative edge along both sides of a piece of cardstock, then scored it down the middle. (The top corner will be covered by the lid so my punched edge does not need to go all the way up to the top.)
- I attached ribbon roses to my punched border on the bottom section of the box.



- I attached flat-back pearls around the card slot.



- I attached small flowers (made of buttons and lace) to the corners at the base of the lid.
- On top of the box, I attached clusters of ribbon roses at the corners.



- I wrapped some tulle around the box and joined the ends at the top with a small piece of ribbon. (I find tying the tulle into a knot would have made it too bulky, so using a small piece of ribbon works.)
- I used a pin to attach a large fabric flower to the top where the tulle is tied. (This allows me to reuse the box. If you don't plan on reusing the box you can adhere the lid to the box with glue to make sure it stays closed.)



- I decided to cover inside the lid base and underneath the bottom of the box with scrapbook paper, although those areas won't be visible.

