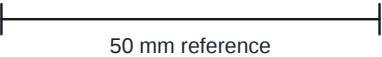
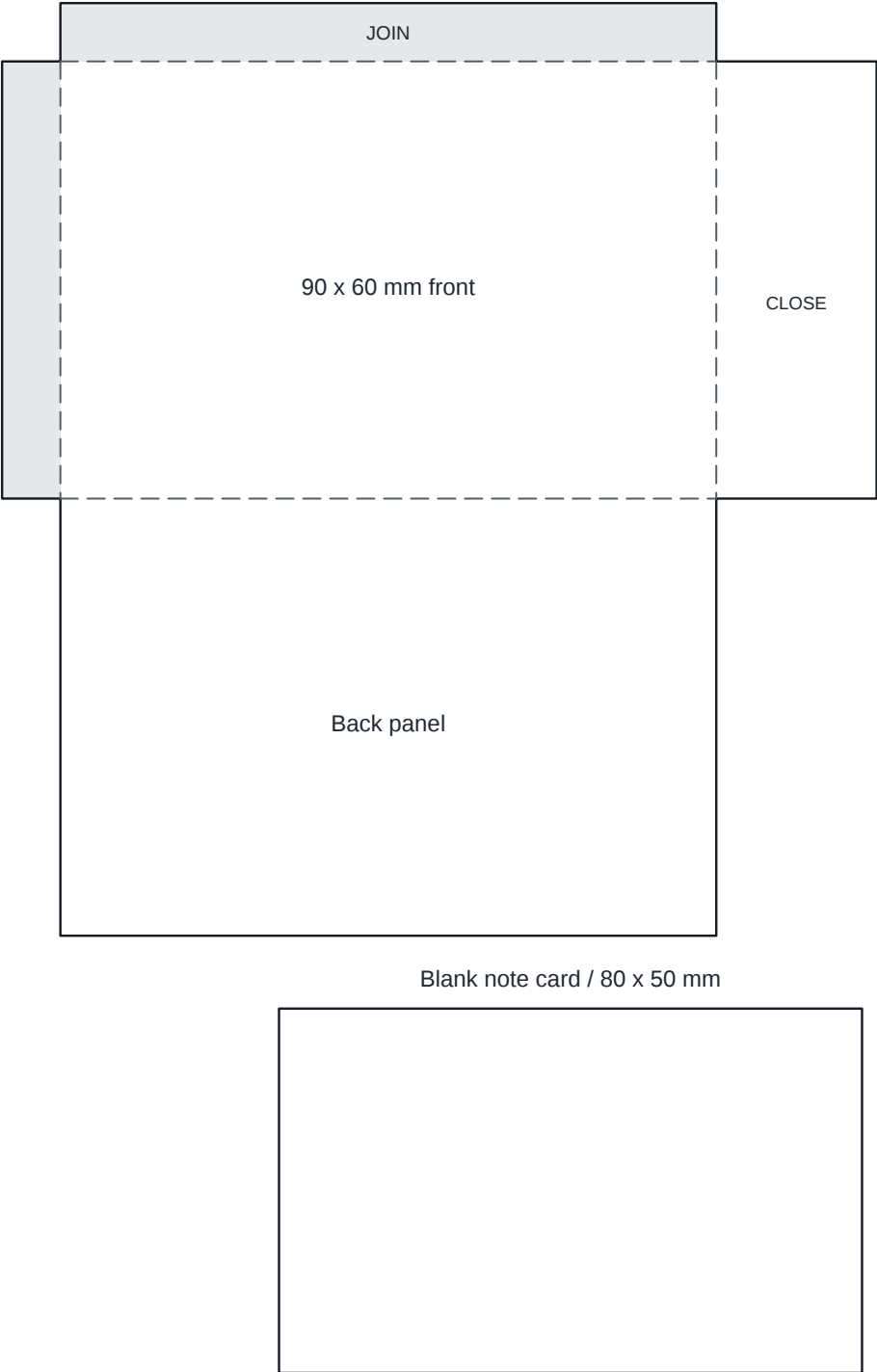


Side-opening note envelope

gif-038 / A4 / PATTERN 1 / 1 of 2



Print the matching paper size at 100% / actual size.
Measure this line before cutting, folding or tracing.

Side-opening note envelope

gif-038 / A4 / INSTRUCTIONS / 2 of 2

A horizontal pocket with its opening on the short side, a fold-in closure and a separate note card.

DIMENSIONS

Main panel: 90 x 60 mm.

Joining flaps: 8 mm; side closure: 22 mm.

Separate note: 80 x 50 mm; fit is provisional.

MAKE A PLAIN-PAPER TRIAL

- 01 Cut the single envelope outline and the separate note. Keep the shaded joining flaps attached.
- 02 Score the dashed lines. Fold the lower panel behind the upper panel, keeping both 90 mm edges aligned.
- 03 Fold the two 8 mm joining flaps around the back panel. Apply a thin adhesive line only inside the shaded areas.
- 04 Leave the 22 mm side closure unglued. Dry the pocket flat and check that its short-side opening is clear.
- 05 Insert the trial note from the short side. Fold the closure inward, without forcing the corners.

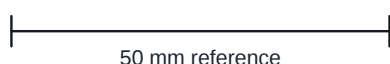
MATERIALS

Ordinary paper for a first trial; scissors; ruler; a blunt scoring tool; a small amount of paper adhesive.

BEFORE YOU USE IT

Not a postal envelope or archival-storage specification.

Solid boundary = cut. Long dashes = fold/score. Dots = positioning guide. Pale grey = joining area. Keep tabs attached. Adult help is needed for internal cuts.



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