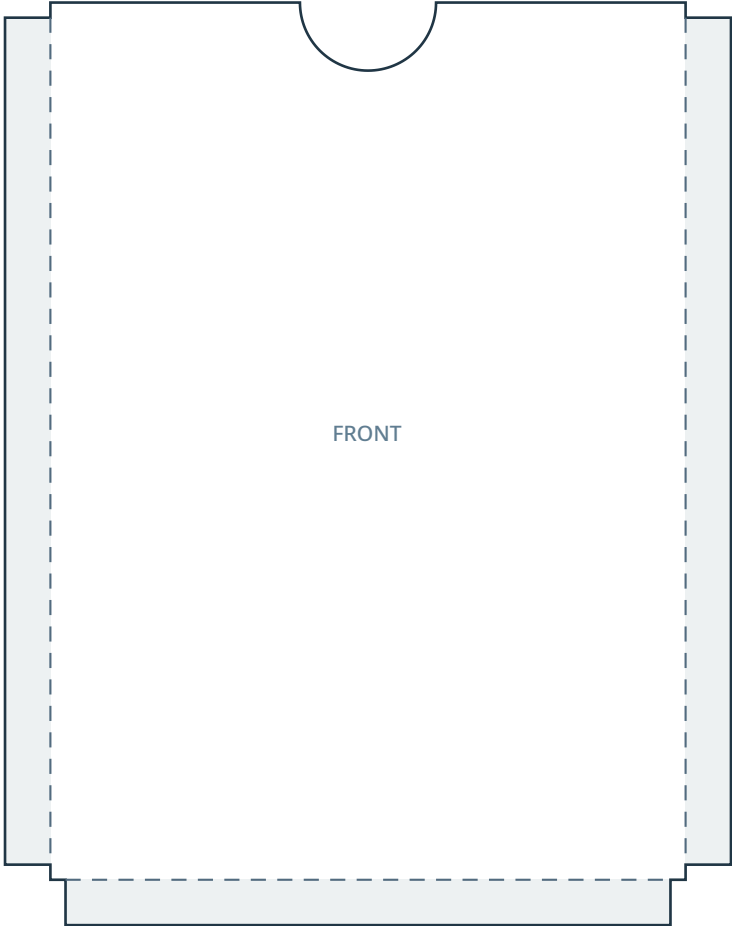


Reply-card pocket sleeve

Pocket front / keep three joining tabs



Reply-card pocket sleeve

Back and removable reply insert

BACK

REPLY

Name

Response

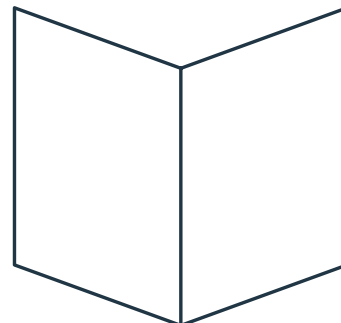
Notes

Reply-card pocket sleeve

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

MAKE THE PROJECT

An 84 x 116 mm open-top sleeve with a small finger notch and a separately sized 76 x 106 mm reply insert.



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 front with its side and bottom tabs, the back panel, and the reply insert. Cut the finger notch from the front panel.
- 02** Crease the tabs backward so they sit behind the front rather than projecting into the opening.
- 03** Apply adhesive only to the shaded tabs and attach them to the back panel. Do not glue across the open top.
- 04** Let the pocket dry flat, then test the supplied reply insert. Write on the insert before placing it in the sleeve.
- 05** The included reply form is a blank organizer. No prepaid postage, postal sizing or mailing suitability is implied.

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