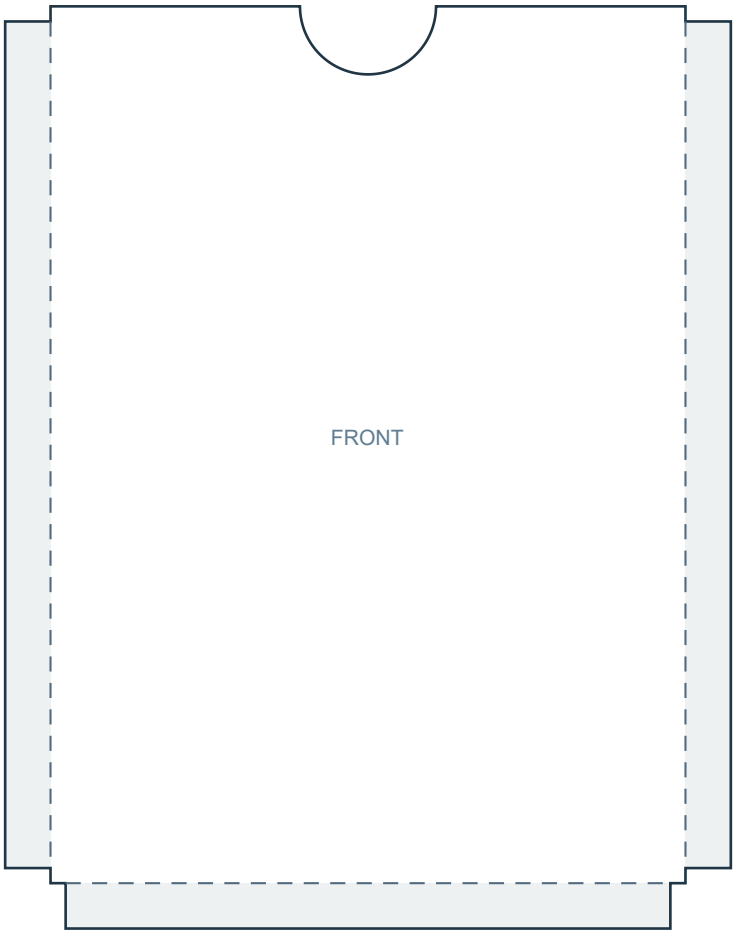


Address-change announcement envelope

Pocket front / keep three joining tabs



50 mm scale check | Measure after printing

Address-change announcement envelope

Back and removable new address card

BACK

NEW ADDRESS

Name

New address

From date

Address-change announcement envelope

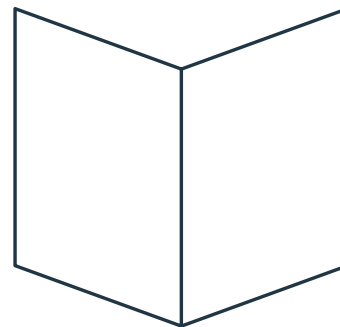
Assembly and use / Print at actual size / Make a plain-paper trial

MAKE THE PROJECT

Make an open-top pocket and a removable new address card for the named presentation task.

YOU WILL NEED

Plain paper for a trial; light card if suitable; ruler, scissors, blunt creasing tool and paper adhesive.



CONSTRUCTION SCHEMATIC

- 01** Print all matching pages at 100%. Measure a 50 mm reference. Cut solid outer outlines; keep joining tabs and score dashed folds.
- 02** Cut FRONT with its two side tabs, bottom tab and curved thumb opening. Cut the separate BACK and smaller insert on page 2.
- 03** With the printed face outward, fold the three FRONT tabs behind the panel. Keep the curved top edge completely open.
- 04** Place BACK over the folded tabs, aligning the outer panel edges. Apply adhesive only to the two side tabs and bottom tab.
- 05** Press the three joins flat and let them dry. Slide a scrap insert into the pocket to check for stray adhesive and tight corners.
- 06** Complete Name, New address, From date. Place this card with the intended contents; leave its top accessible at the thumb opening.

Check the actual ticket, photo, note or wrapped item before making the final pocket. This paper pocket is a presentation piece; protect sensitive or edible contents separately.



50 mm scale check | Measure after printing