



TOP FLAP

The image shows a template for an A2 envelope. It consists of a central rectangular area with a horizontal fold line (dotted line) across the middle. Above this line is a trapezoidal shape labeled 'TOP FLAP', and below is another trapezoidal shape labeled 'BOTTOM FLAP'. On the left and right sides of the central rectangle, there are two trapezoidal shapes each, representing side flaps. All these outer shapes are defined by solid lines, while the fold lines are dotted. The central rectangle is intended for the envelope's body.

A2 Envelope Template Instructions

Print out the envelope template on 8.5 x 11 paper, cut along the solid lines using either scissors or a utility knife. Trace onto your envelope paper. Fold along the dotted lines. Use a glue stick or paste and dot/dab along the side flaps. Fold the bottom flap up and press along the side flaps. Insert the card, fold the top flap down. Use a glue stick on the top flap to seal envelope.

BOTTOM FLAP