

The image shows a template for an A2 envelope. It consists of a central rectangular body with a top flap and a bottom flap. The top flap is a trapezoidal shape with a dashed line indicating where to fold. The bottom flap is a trapezoidal shape with a dashed line indicating where to fold. The sides of the envelope have two trapezoidal flaps each, with dashed lines indicating where to fold. The entire template is outlined with a solid black line, and the text 'Top Flap' and 'Bottom Flap' are written in red outline font at the top and bottom respectively. The central area contains instructions for how to use the template.

Top Flap

### **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 side flaps first along the dotted lines. Use a glue stick or paste and dot/dab along the side flaps. Next, fold the bottom flap up and press along the side flaps to stick. Insert the card or letter, fold the top flap down. Use a glue stick on the top flap to seal envelope.

Bottom Flap