



# A7 ENVELOPE TEMPLATE 5.25" X 7.25"

## INSTRUCTIONS:

1. PRINT ON REGULAR 8.5"X11" PAPER FOR TEMPLATE OR STRAIGHT TO CARD STOCK FOR USE -SET PRINTER TO NO BORDERS IF APPLICABLE
2. CUT OUT USING SCISSORS OR RAZOR KNIFE & RULER
3. FOLD ENVELOPE SIDES ALONG DOTTED LINES
4. APPLY ADHESIVE WHERE INDICATED  
DOUBLE-SIDED TAPE OR GLUE STICK RECOMMENDED
5. FOLD UP BOTTOM FLAP COVERING SIDE FLAPS  
AND ADHERING TO ADHESIVE
6. ALLOW ADHESIVE TO DRY IF REQUIRED
7. INSERT CARD/LETTER AND SEAL TOP  
USING LABELS, STICKERS, DOUBLE-SIDED TAPE ETC.