



## Envelope Template to fit a 3-inch Card

Begin with a 6-inch square of paper/cardstock.  
Envelope finished size is 3 3/8 inches or 8.5 centimeters.

When printing, be sure to print templates at actual size.

Cut out black notches and trim off black edges

Lay this template over your 6-inch square cardstock, trace the notches, and then cut them out. You can use a corner rounder on the top flap. Fold up the other three sides (like folding a diaper) and glue down the folds. Top flap can be glued with envelope glue, like Lick & Stick, or leave it unglued.

The template on the next page can be printed directly onto a piece of designer paper/cardstock -- make sure to print onto the backside of the cardstock. Then cut out the notches, trim off any black edges, and score the fold lines (which will not show when the card is folded). The top flap has purposely been left without a score line so that it doesn't show on the finished envelope.

