

1. Download the PDF file.

2. Print the PDF file. We recommend printing on cardstock.

3. Trim the envelope on the solid line.

4. Fold along the dotted lines.

5. Flip envelope over to back side.

6. First fold in bottom flap. \uparrow 7. Then fold in both of the side flaps. \rightarrow \bigcirc \leftarrow

8. Secure the side flaps with a small amount of adhesive to the bottom flap.

9. Then fold down the top flap. \checkmark

10. Write a note (see our coordinating note card), seal the envelope and send it to a friend!