

Printable Envelope Folding Instructions

1. Fold flap 1 first
2. Place glue on the inside of flap 2
3. Fold flap 2 and adhere to flap 1.
4. Place glue along the entire edge of flap 3.
5. Fold flap 3 up over flaps 1 & 2 and adhere.



1
FOLD RIGHT FLAP IN
TOWARDS THE BLANK
SIDE
OF ENVELOPE

4
FOLD TOP FLAP IN
TOWARDS THE BLANK
SIDE
OF ENVELOPE WHEN READY TO SEAL



2
FOLD LEFT FLAP IN
TOWARDS THE BLANK
SIDE
OF ENVELOPE

OUTSIDE
BACK
OF
ENVELOPE



FOLD BOTTOM FLAP UP
TOWARDS THE BLANK
SIDE
OF ENVELOPE



3

