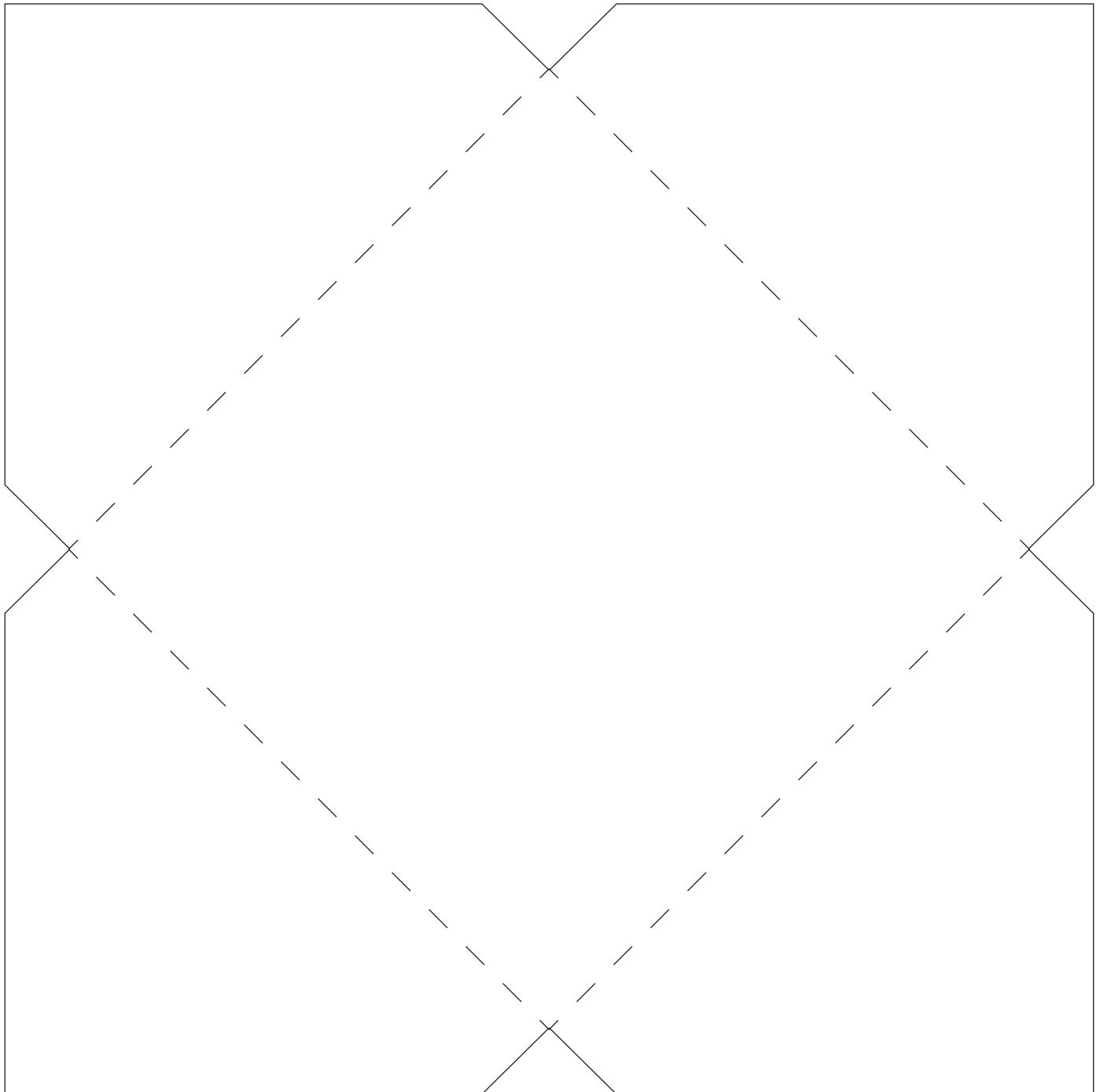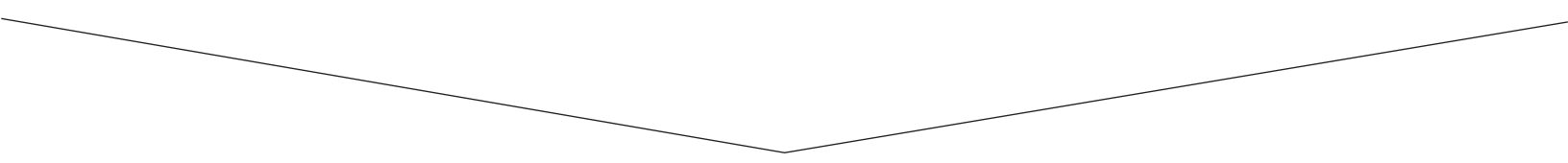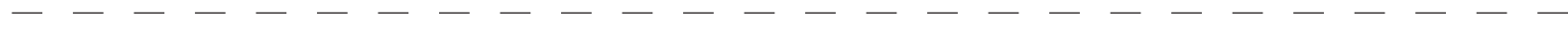- Small envelope (this page): Print the template on card stock. Cut the solid lines, and fold the dotted lines. Fold 3 of the flaps together and tape to form the envelope.

- Large envelope (next page): Print the template on card stock. Cut the solid lines, and fold the dotted lines. Tape the sides to create the envelope.

SMALL ENVELOPE, FOLDED TO 4.5" X 4.5"

LARGE ENVELOPE, SIZED 4.5" X 8.5"