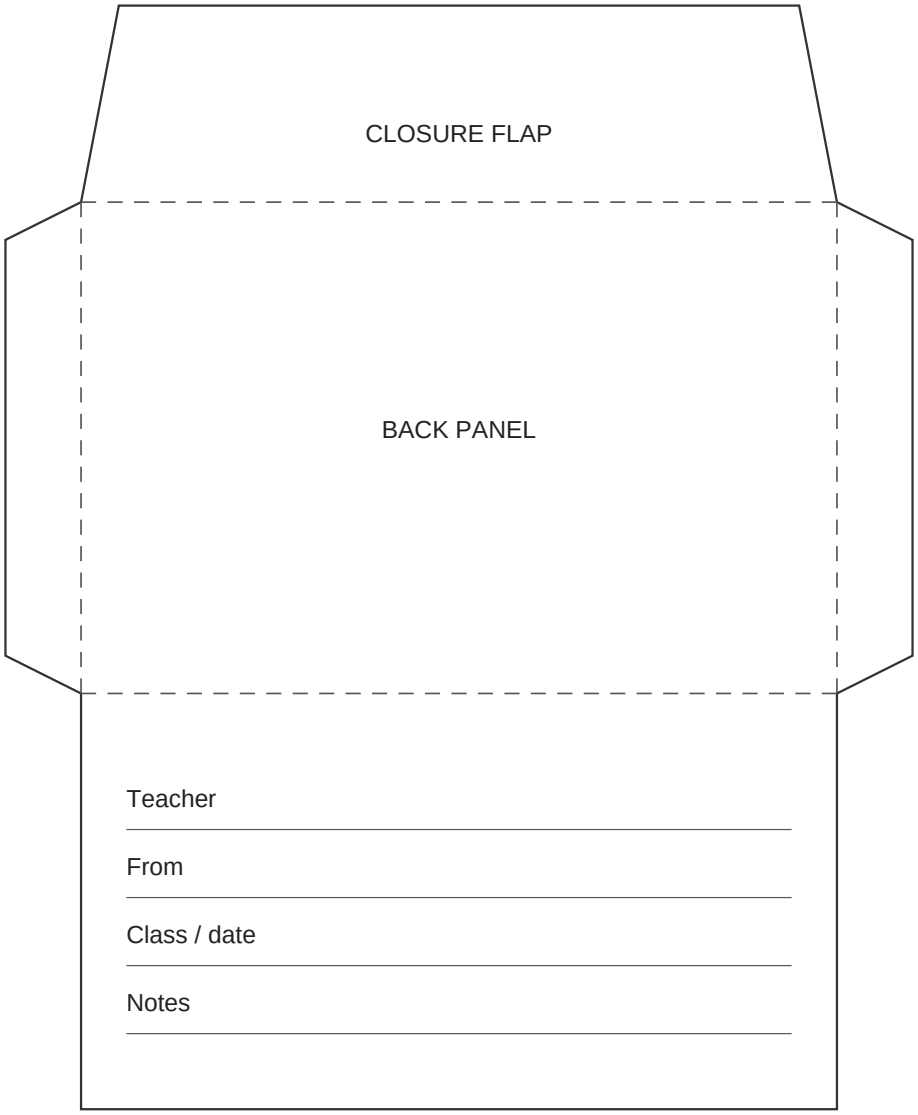
Teacher note collection envelope

Nominal panel 100 x 65 mm / Solid = cut, dashed = fold / Trial-fit your contents



See the second page for folding, gluing and trial-fit instructions.

50 mm scale check | Measure after printing

Teacher note collection envelope

Construction notes / Use with the matching template page

01 / Prepare

Print at actual size and measure the 50 mm line with a ruler. Complete any printed fields while flat. Use a spare sheet for the first trial.

02 / Cut

Cut the solid outer silhouette, keeping the tabs attached. Dashed lines are folds; do not cut them.

03 / Dry-fold

Place the printed side down and crease the four dashed lines. Fold both 10 mm side tabs inward. Bring the lower 55 mm front panel up over the tabs, toward the BACK PANEL.

04 / Join

Apply a thin line of paper adhesive where each side tab touches the front panel. Press both side joins and let them dry. Keep the opening and top closure flap free.

05 / Check the fit

The nominal panel is 100 x 65 mm; folds and paper thickness reduce usable space. Measure and trial-fit the intended item before making more. This is not a standard card-size or archival-storage guarantee.

06 / Finish

Insert the intended item after the seams dry, fold the top flap over the opening and secure it with a removable seal or a small piece of tape.

50 mm scale check | Measure after printing