



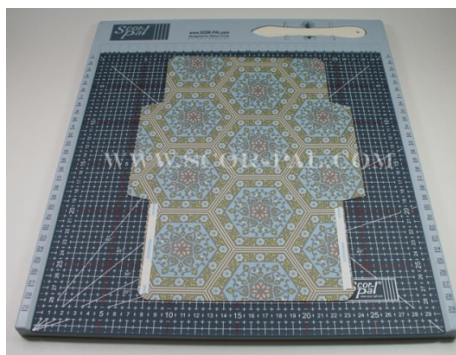
## Six Useful Metric Envelopes

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- For all envelopes trim to where score lines intersect and angle cut side flaps. Corner round top and bottom flaps. Refer to photo below for reference.



- Turn over and attach Scor-Tape to both sides of the bottom flap.
- Pre-fold all scores, remove tape liner and adhere to assemble envelope.



### **C7 Envelope**

#### **Finished envelope 80mm x 114mm**

- Starting paper size: 15,4 cm x 17,6 cm.
- With the 15,4 cm side aligned to the top fence, left side, score at 2 cm. Move to right fence and score at 28 cm.
- Rotate paper  $\frac{1}{4}$  turn, align 17,6 cm side to the top fence, left side, and score at 4 cm and 12 cm.
- Trim to create flaps.
- Attach Scor-Tape to bottom flap.
- Assemble envelope.

### **C6 Envelope**

#### **Finished envelope 114mm x 162mm**

- Starting paper size: 20,2 cm x 26,5 cm
- With the 20,2 cm side aligned to the top fence, left side, score at 2 cm. Move to right fence and score at 28 cm.
- Rotate paper  $\frac{1}{4}$  turn, align the 26,5 cm side to the top fence, left side, and score at 6 cm. Move to 5mm and score at 18 cm.
- Trim to create flaps.
- Attach Scor-Tape to bottom flap.
- Assemble envelope.

### **DL**

#### **Finished envelope 110mm x 220mm**

- Starting paper size: 23,5 cm x 26 cm
- With the 26 cm side aligned to the top fence, left side, score at 2 cm and 24 cm.
- Rotate paper  $\frac{1}{4}$  turn, align the 23,5 cm side to the top fence, left side, and score at 5 cm and 16 cm.
- Trim to create flaps.
- Attach Scor-Tape to bottom flap.
- Assemble envelope.

## **Square envelopes**

### **85mm x 85mm for an 8 cm square card**

- Starting paper size: 12,5 cm x 18,5 cm
- With the 12,5 cm side aligned to the top fence, left side, score at 2 cm. Move to the 5mm mark and score at 11cm.
- Rotate paper  $\frac{1}{4}$  turn, align the 18,5 cm side to the top fence, left side, and score at 4 cm. Move to the 5 mm mark and score at 13 cm.
- Trim to create flaps.
- Attach Scor-Tape to bottom flap.
- Assemble envelope.

### **105mm x 105mm for a 10 cm square card**

- Starting paper size: 14,5 cm x 22,5 cm
- With the 14,5 cm side aligned to the top fence, left side, score at 2 cm. Move to right fence and score at 28 cm.
- Rotate paper  $\frac{1}{4}$  turn, align the 22,5 side to the top fence, left side, and score at 5 cm. Move to the 5mm mark and score at 16 cm.
- Trim to create flaps.
- Attach Scor-Tape to bottom flap.
- Assemble envelope.

### **135mm x 135mm for a 13 cm square card**

- Starting paper size: 17,5 cm x 28,5 cm
- With the 17,5 cm side aligned to the top fence, left side, score at 2 cm. Move to the 5mm mark and score at 16 cm.
- Rotate paper  $\frac{1}{4}$  turn, align the 28,5 m side to the top fence, left side, and score at 6 cm. Move to the 5mm mark and score at 20 cm.
- Trim to create flaps.
- Attach Scor-Tape to bottom flap.
- Assemble envelope.