How to assemble the double ended envelopes

These instruction refers to tabs and flap Figure 1 indicates the parts of the envelope this nomenclature refers.

Figure 1

Print the pdf and cut out the images. Cut around the images so they look images shown in Figure1

Fold the two flap along the solid lines as in image 2 on both cutouts

Figure 2

Place the two cutout together. You will notice one end has a little larger tab than the other. Place the two cutout together so the larger of tab on one cutout is on the same end as the smaller tab of the other cut out. Figure 4. Over lap two flaps in the inside the envelope and wrap the other flaps around the envelop as in Figure 3. Glue the outside flaps wrapped around the envelope to the outside of the envelope. Figure 4.

Figure 3

Figure 4

Fold the larger tab back on both ends. This is to prevent getting glue on it. Figures 5. Place glue on the smaller tab. Then fold the smaller tab inside so it wraps around the both the inside flaps. To form a pocket Figures 6 and 7.

Figure 5

Figure 6

Figure 7

Once you have folded the small tab inside on both end of the envelope you are complete. There should be a pocket on each end of the envelope. When you are ready you can fold the larger tab over and glue it shut to conceal what you have placed inside.

You may make as many as you want, need or desire.

Enjoy your dual ended envelopes.