FIGURENOOK / PROJECT STEPS

A folded gift-card sleeve with a small paper window

A one-piece paper sleeve for a gift card, with a small window on the front. The printable is a cut-and-fold net with a 3.6 x 2.4 in front panel and a 2.1 x 0.9 in window; check your card against it before cutting cardstock.

What you need

- Printer and suitable paper or cardstock
- Ruler and scissors
- Paper-safe adhesive
- Gift card and safe cutting mat for the window

Steps

1. Test the sleeve net
Print page 2 on ordinary paper at 100% and check the 1-inch scale square. Place the actual gift card over the front panel to confirm fit and window placement before cutting good cardstock.

2. Cut and fold
Cut the outer shape and window with suitable tools on a safe cutting mat, then crease the dashed folds. Fold the side tabs inward and glue them beneath the back panel, keeping adhesive away from the card pocket.

3. Check privacy and fit
Let the adhesive dry, insert the card and check that it slides out easily. Position the window so it does not expose a redemption code; adjust the paper trial before making more.

4. Close and give
Tuck the top flap closed over the card. Keep the sleeve away from food, heat and flames.

Tips

- Follow paper, printer and tool directions. Supervise cutting tools and keep paper away from food, heat and flames.
- If your card is larger than the 3.6 x 2.4 in front panel, the sleeve will not close; use an ordinary envelope instead.
- Original editorial idea; a popular product is not a guarantee of suitability or results.

The printable pages

Page 2 of the PDF: a one-piece sleeve net with a 3.6 x 2.4 in front panel, a 2.1 x 0.9 in window, side tabs, a back panel and a tuck flap.

Before you finish

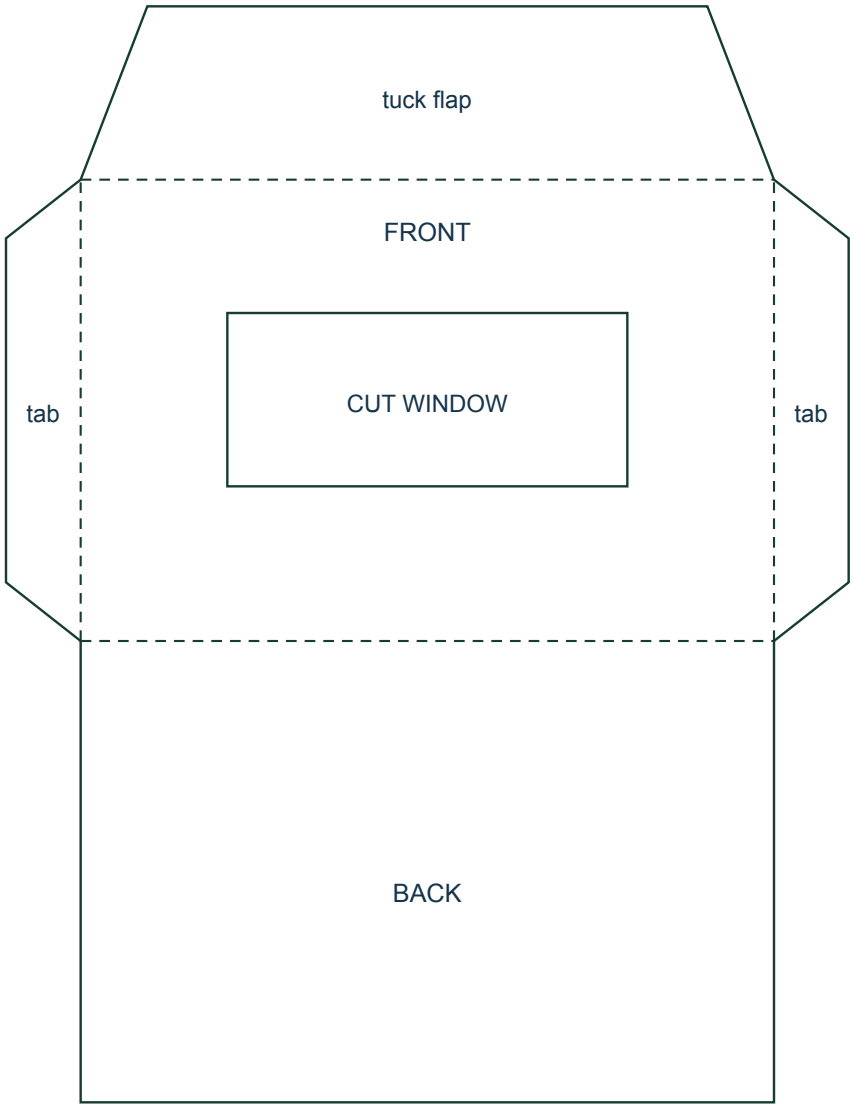
- ☐ Paper trial checked with the actual card
- ☐ Window does not show a redemption code
- ☐ Glue kept off the card pocket
- ☐ Card slides out easily

Original AI editorial illustration depicting a design concept; review manufacturer specifications and product details for final suitability. Exact color, fit, performance and pictured accessories are not established by the image.

Gift-card sleeve net

Print at 100% on US Letter and check the 1-inch square. Solid lines: cut. Dashed lines: fold.
Lay your actual card on the FRONT panel before cutting cardstock.

1 inch



Cut the outer net and window, fold the dashed lines, glue the tabs under the BACK panel only.
Front panel 3.6 x 2.4 in; window 2.1 x 0.9 in.
Trial the actual card; do not expose redemption codes.