FIGURENOOK / PROJECT STEPS

A tiny thank-you envelope at each place setting

A tiny one-piece paper envelope for a thank-you note at each place setting. The printable is an envelope net with a 3.6 x 2.4 in front panel, side tabs and a tuck flap; you cut your own note to fit.

What you need

- Printer and suitable paper
- Ruler and scissors
- Paper-safe adhesive
- Separate paper and pen for a note

Steps

1. Test the paper envelope

Print page 2 on ordinary paper at 100% and check the 1-inch scale square. Cut the solid outline and crease the dashed lines, folding with the printed side out so the FRONT and BACK labels stay visible. Check that your note fits before using cardstock.

2. Fold and secure

Fold the side tabs in, bring the BACK panel up over them and glue it to the tabs only with a small amount of paper-safe adhesive. Let it dry before inserting the note.

3. Write the note

Cut a note slightly smaller than the front panel, about 3.3 x 2.1 in, and write your message; no note card is included in the PDF.

4. Close and place

Tuck the top flap closed and set one envelope at each place, away from food, heat and flames.

Tips

- Follow paper, printer and tool directions. Supervise scissors and keep paper and string away from food, heat, flames, children and pets.
- Write the guest's name on the FRONT panel before folding, while the paper lies flat.
- 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 envelope net with a 3.6 x 2.4 in front panel, a back panel, side tabs and a tuck flap, marked to fold with the printed side out. No note card is included.

Before you finish

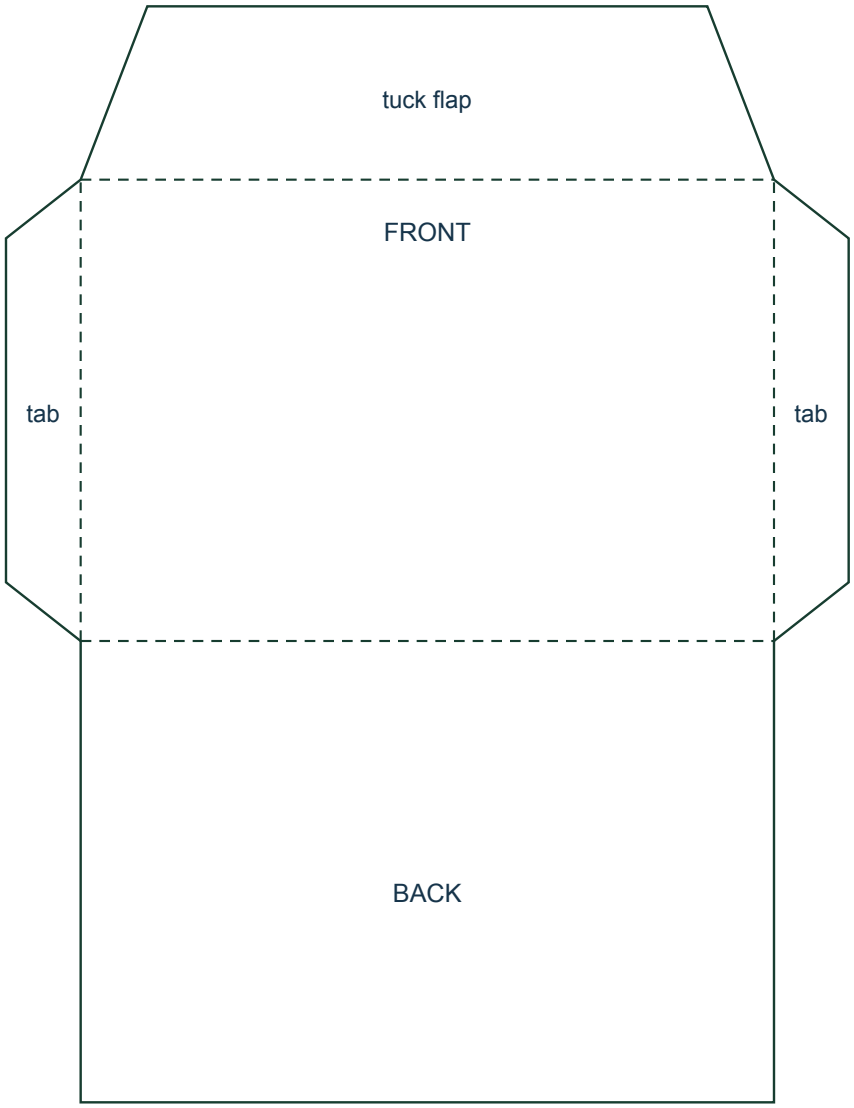
- ☐ Plain-paper trial folded with the printed side out
- ☐ Glue on the side tabs only
- ☐ Note cut about 3.3 x 2.1 in and checked for fit
- ☐ Envelopes kept away from food, heat and flames

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.

Tiny envelope net

Print at 100% on US Letter and check the 1-inch square. Solid lines: cut. Dashed lines: fold.
Fold with the printed side out so FRONT and BACK stay visible.

1 inch



Fold the tabs in, bring BACK up over them and glue BACK to the tabs only. Tuck the flap to close.
Front panel 3.6 x 2.4 in. No note card is included: cut one about 3.3 x 2.1 in.