

ENVELOPE ADDRESSING GUIDE

Perfectly spaced and even addresses are as easy as 1-2-3 when you use this handy guide for inner and outer envelopes.

1. Insert addressing guide in the envelope to be addressed with the dark lines facing the flap.
2. Once inserted the lines will become visible. Move the guide to the area you wish to address and choose the lines that look best for your envelope.
3. Address the envelope using the appropriate lines as a guide.

