Once folded, Top Flap will be closed.

Once folded, the Bottom Flap will be left open.

Maximum Copy Box for Front
KEEP ALL COPY WITHIN THIS INTERIOR, LIGHT BLUE BOX (3” X 4.25”).
Anything that falls outside this box can potentially be folded over and may appear on the back side of the packet.

Maximum Copy Box for Back of Packet
KEEP ALL COPY WITHIN THIS LIGHT BLUE BOX WHICH IS: 2.5” X 3.25”.

Maximum Copy Box for Side Flap
Place side flap copy w/in this interior light blue box facing the same direction as shown here.

Fold line indicates the FINISHED or FOLDED size of the packet.
3.25” x 4.5” packet

Standard 3.25” 4.5” /2B TEMPLATE.