

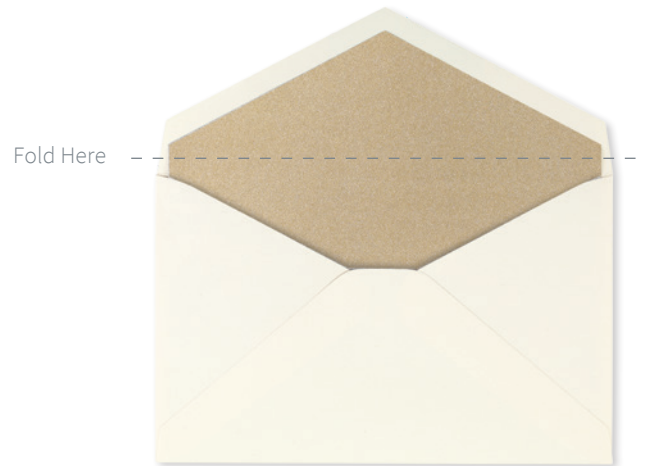
Envelope Liner Assembly Instructions

- 1 For inner envelopes: center the envelope liner as you carefully insert it into the envelope. The liner should fit flush with the bottom of the envelope.

For outer envelopes: center the envelope liner, carefully insert and position just below the gummed line on the flap.



- 2 Fold the envelope flap and liner down, using the crease of the envelope to guide the fold. Gently run your fingers over the fold to create a nice crease on the liner.



- 3 Lift the flap of the envelope, keeping the liner folded down. Peel off the top layer of the pre-applied adhesive strip.



- 4 Gently close the envelope flap over the liner, and press lightly to secure the liner to the envelope flap.

