

ENVELOPE
ADDRESSING
GUIDE

Perfectly spaced straight line addresses are as easy as 1-2-3 when you use this handy guide for inner and outer envelopes. To insure "perfect looking" hand-addressed envelopes every time, just follow these simple steps:

1. Insert guide into the envelope so that the black lines are facing the front of the envelope.
2. Position the guide so that the black lines show through in the area to be addressed.
3. Address your envelope and see how neat and straight your address lines are as a result!

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Cut along dotted lines

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