



TRIM	
	<p><b>Pocket Response Plan</b>™ <b>PReP</b>™</p>
TRIM	<p>Council of State Archivists  319-338-0248   <a href="http://www.statearchivists.org/prepare">www.statearchivists.org/prepare</a></p>

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## Instructions for constructing a sample PReP envelope using regular paper.

1. Print page one of this document on 8<sup>1</sup>/<sub>2</sub>" x 11" paper.
2. Trim on outside gray lines to make a rectangle (see figure 1).
3. Trim left edge, leaving only the end flap (see figure 2).

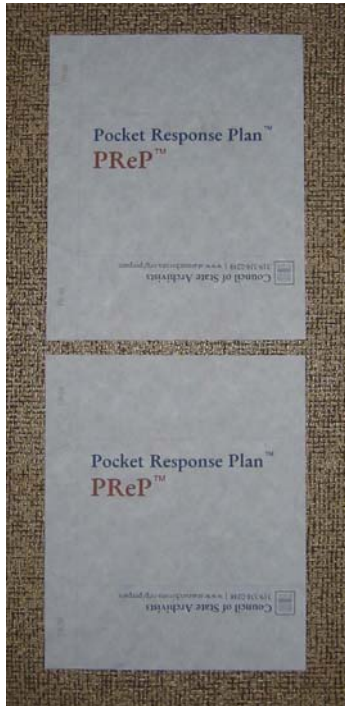
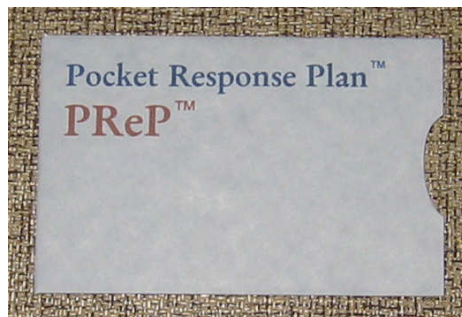


Figure 1



Figure 2

4. Fold sides to back and seal along center seam with glue stick
5. Fold end flap toward back and seal with glue stick.
6. Use curved gray line as a guide for trimming thumb hole.



Finished PReP envelope