

Set Name Here
Set of _____ Stamps

Set Name Here

This is template B

Stamp images in this space

Set Name Here
Set of _____ Stamps

Set Name Here

This is template C

Stamp images in this space

Stamp additional images in this space

Set Name Here

This is template A

Stamp images in this space

Envelopes for unmounted stamp sets

This is the envelope I have decided to use for my stamp sets that I am in the process of unmounting. These three pictures are of the “templates” that I am using for each item. Please note that I unmount my stamps and keep the foam on them, or use the cling foam. If you use only the rubber, you will have some extra space in the envelopes, and could use Template B for two cards of rubber as well.

Template A is for the unmounted stamps themselves. This is made of cardstock, lightweight posterboard could also be used. It is $4 \frac{5}{8}$ by $6 \frac{1}{8}$ inches. I am putting the stamp set name at the top, then stamping all the stamps in a set on this card, allowing a bit of space between them. Then I take them to the teacher’s store and have them laminated with heavy laminating film, cut them apart and place the unmounted stamps on their corresponding image.

Template B is for an envelope to hold stamp sets that all fit on one card. I score a sheet of cardstock as follows:

- $\frac{3}{4}$ and 1 inch in from each long edge
- 4 and $4 \frac{1}{4}$ inches in from one short edge
- $1 \frac{1}{2}$ and $1 \frac{3}{4}$ inches in from the other short edge

I place the name and other appropriate information about the set on the card in the places shown. Then I stamp the

set on the front of the envelope. Here I will stamp in color, and two step stamps are done as two steps. Then I cut the shaded corners out and fold and glue the envelopes. Place the card with the stamps inside. There is plenty of room for it to fit.

Template C is for an envelope to hold stamp sets that require two cards to handle the size or number of stamps. This envelope is made in the same way, except scoring is like this:

- $\frac{1}{2}$ and 1 inch in from each long edge
- $3 \frac{3}{4}$ and $4 \frac{1}{4}$ inch in from one short edge
- $1 \frac{1}{4}$ and $1 \frac{3}{4}$ inch in from the other short edge

I will be stamping the images on both front and back on this envelope. Again, cut the shaded corners, fold and glue. Two cards of rubber fit in this envelope.

The finished size of the envelopes is $6 \frac{1}{2}$ by 5 inches, and either $\frac{1}{4}$ or $\frac{1}{2}$ inch thick. I am storing them in the drawers in my stamping cabinet but you could use a box (or boxes) as well, sorting them by subject.