

Paper-padded shipping envelope

FLUTED KRAFT LINER · PLASTIC-FREE · TEAR STRIP

CP-PPE-0912 229 × 305 mm

CP-PPE-1215 305 × 381 mm

The envelope arrives made. There is nothing to fold and nothing to construct, so this sheet covers loading, closing and opening rather than assembly. Read the cautions once; after that the sequence takes about six seconds.

READ FIRST

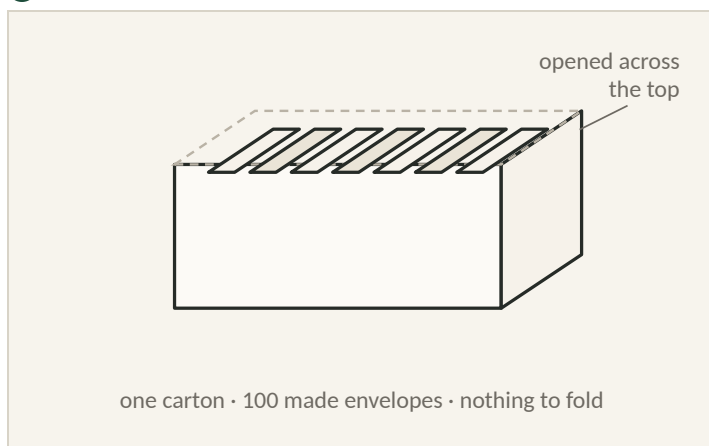
- ! Cut the carton open across the top, not down the side. A blade down the side runs through the envelopes underneath.
- ! Do not overfill. The flap has to close flat; a flap that has to stretch to reach the strip is a flap under peel from the moment it is sealed.
- ! Do not peel the strip liner until the contents are in and the flap is folded. A strip that touches the face early takes the kraft with it.
- ! Bring stock above 5 °C before use. Cold adhesive tacks poorly and the failure shows up in transit rather than at the bench.
- ! Do not exceed the maximum gross load. It is stated on the spec sheet; it is deliberately not repeated here.

IN THE CARTON

Envelopes per carton	100
Carton	Kraft RSC, recyclable
Tools required	None
Required consumable	None – the strip is on the flap
Loading time, after practice	6 seconds

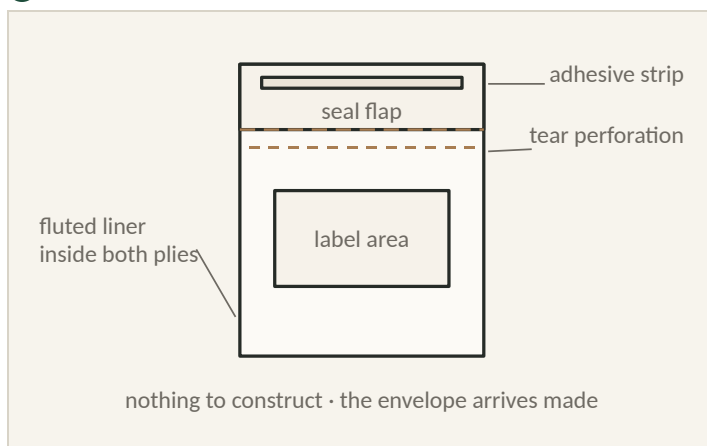
LOADING, STEPS 1 TO 4

1 Take one envelope from the carton



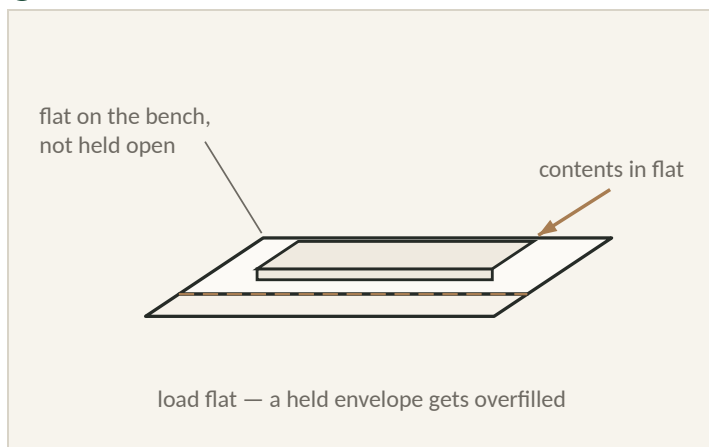
The carton holds a hundred, standing on edge and opened across the top. Draw one out rather than lifting it — drawing it out is what keeps the rest of the stack square and stops the next one coming with it.

2 Identify the parts



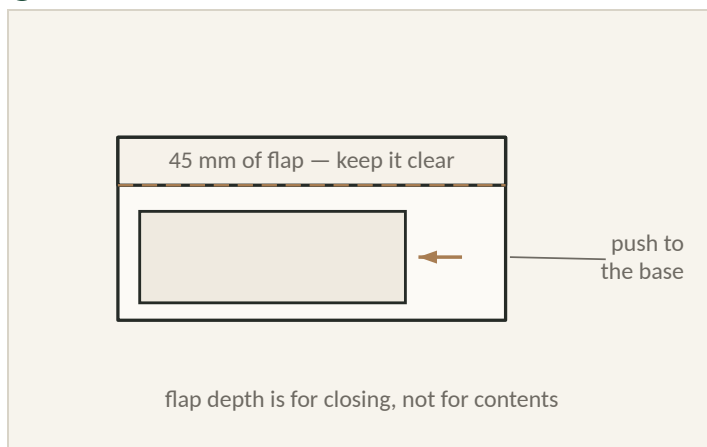
The seal flap runs across the top with the adhesive strip on it, and a perforated tear line sits just below the fold. The unprinted panel on the face is the label area. The fluted liner is inside both plies and is not visible from the outside; there is nothing to fold and nothing to make up.

3 Load the contents flat



Lay the envelope flat on the bench and slide the contents in. Do not hold it open in the air: a held envelope takes both hands, and with no flat surface to judge against it is the one that gets overfilled.

4 Seat the contents against the base



Push everything down to the base seam and flatten it. The forty-five millimetres of flap depth is for closing and not for contents; anything sitting in it stops the flap lying flat.

Paper-padded shipping envelope

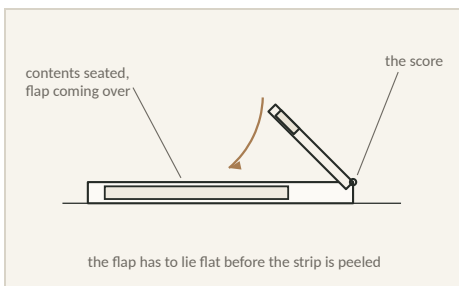
FLUTED KRAFT LINER · PLASTIC-FREE · TEAR STRIP

CP-PPE-0912 229 × 305 mm

CP-PPE-1215 305 × 381 mm

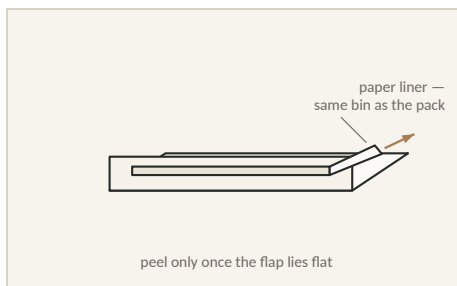
CLOSING, STEPS 5 TO 7

5 Fold the flap on the score



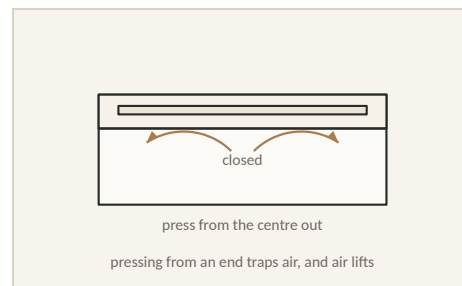
Bring the flap over on the crease. It should lie flat against the face with no tension in it. If it has to stretch to reach the strip line, the envelope is overfilled and the order wants the larger size.

6 Peel the strip liner



Only now. Lift the flap just enough to take the paper liner off the adhesive strip in one pull, and put the liner in the same bin as the envelope will eventually go in — it is paper, not film.

7 Close and press from the centre out



Fold the flap down and press outward from the middle with the flat of the hand. Pressing from one end traps air along the strip, and the trapped end is the end that lifts in transit.

IF IT WILL NOT CLOSE

SYMPTOM	CAUSE	FIX
The flap will not reach the strip	Overfilled, or the contents are seated too near the opening	Push the contents to the base and flatten before closing. If it still will not reach, the order wants the 1215
The strip lifts at one end	Peel liner removed before the flap was folded, or pressed from one end	Press from the centre outward. Pressing from an end traps air, and the trapped end is the end that lifts
The tear strip runs off line	Pulled at an angle, or pulled from the middle rather than an end	Start at a corner and pull along the top edge. The perforation follows the pull; it does not steer itself
The liner has separated from the outer	Envelope stored damp, or loaded with something sharp	Take a fresh envelope. A separated liner cushions nothing and the lamination cannot be reset at the bench

WHAT GOES IN WITH IT



CP-VF-CR18

Crinkle void fill

For rigid contents inside the envelope that want a second layer.



CP-CTN-RSC1

Shipping carton, RSC

Outer despatch when envelopes travel as one consignment.



CP-TP-G70

Water-activated paper tape

For banding envelopes into a consignment. The envelope needs no tape.

Paper-padded shipping envelope

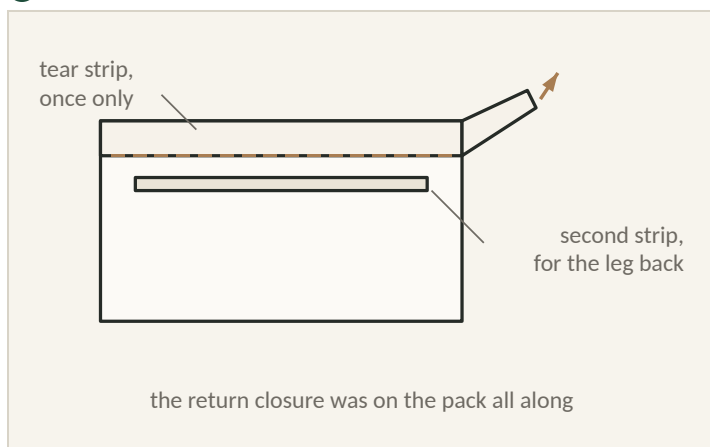
FLUTED KRAFT LINER · PLASTIC-FREE · TEAR STRIP

CP-PPE-0912 229 × 305 mm

CP-PPE-1215 305 × 381 mm

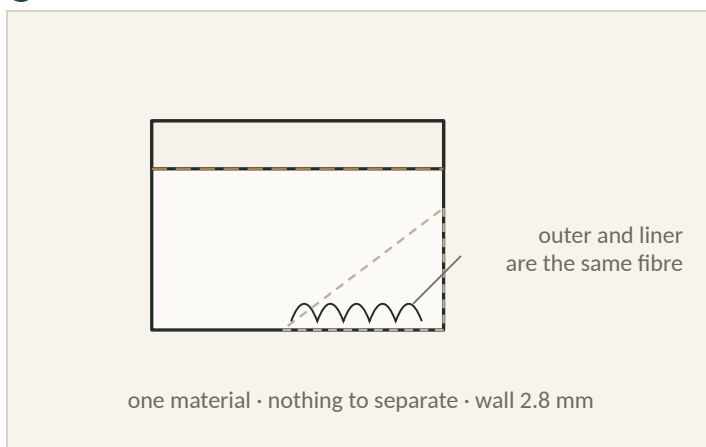
OPENING, AND THE RETURN LEG

8 The tear strip, and the strip underneath it



The customer starts at a corner and pulls along the top edge; the perforation follows the pull. As the strip comes away it exposes a second adhesive strip, which closes the envelope again for a return without anything being posted out to them.

9 Into one stream



Outer, liner, lamination and strip are all paper or starch. The envelope goes into paper recycling whole, which is the one step a film-lined padded envelope cannot skip.

STORAGE

Before make-up

- Store cartons flat on a pallet, closed, off the floor.
- Stack cartons no more than seven high. The envelopes crush before the cartons do.
- Rotate stock: 18 months in the original carton. The limit is the adhesive, not the paper.
- Keep dry. A damp liner loses loft, and loft is the whole cushioning mechanism.

END OF LIFE

After the last trip

- The whole envelope goes into paper recycling, liner and strip included.
- Peel liners are paper. They go in the same stream as the envelope and not in the film bin.
- Labels on uncoated kraft go through with the paper; plastic document wallets do not.
- Return it flat if it is going back into a returns pool: an unused second strip is worth more than the paper is.

If envelopes are arriving with the flap open rather than torn, check how full they are being loaded before checking the adhesive. An overfilled envelope puts the strip under peel for the whole journey, and a strip under peel fails quietly — it does not lift at the bench where anyone would see it.

CARTON HANDLING

Stack height, cartoned	7 cartons
Storage position	Flat, carton closed, off the floor
Opened carton	Reclose, or run out within the shift
Creased envelope	Use it — a crease in the liner is not a separation

Check the load limit before despatch. The envelope carries one gross load rating across both sizes and it is held on the spec sheet. Read it there, not from a bench card; a figure copied onto a card is a figure that goes stale.

BENCH SETUP

Working the carton

- Keep the open carton on its side at the back of the bench, flap edge toward you. The envelope is drawn out rather than lifted, and drawing it out is what keeps the stack square.
- Load with the envelope flat on the bench, not held open in the air. A held envelope takes both hands and gets overfilled because there is no flat to judge against.
- Push the contents to the base before folding the flap. The 45 mm of flap depth is for closing, not for contents.
- Press the strip from the centre outward. Pressing from one end traps air and the trapped end is the end that lifts.

MAKE-UP TIME, AFTER PRACTICE

CP-PPE-0912	6 seconds
CP-PPE-1215	7 seconds — the flap needs a second hand