Kyle's Trading Card Shop — eBay Standard Envelope SOP

Rev 1.3 · Sep 2026 · 6x9 booklet envelope + Card Saver I sealed in a team bag · pairs only with Mounting Template Rev 1.3

Supplies (buy list)

6" x 9" booklet envelopes	Plain white paper, 24-28 lb, self-seal. NO window, clasp, or plastic coating.
Card Saver I (Cardboard Gold)	200-ct box. 3-5/16" x 4-7/8" incl. the 1/2" lip. Semi-rigid only — no top loaders in ESE tier.
Team set bags (resealable)	3-3/8" x 5" body + 1" adhesive flap (BCW spec). Fit is snug by design: 1/16" of width to spare. Check the listed height before buying — bags listed under ~5" tall will not close over a Card Saver I.
Penny sleeves (Ultra Pro soft)	Every card gets sleeved before the saver.
Removable glue dots	Glue Dots brand "Removable", 3/8". Dots go on the BAG, never on the saver. Interim: Scotch 667 removable double-sided tape. Never permanent tape.
Scotch Magic (matte) tape	Edge-taping plain-paper labels. Never glossy tape over barcode.
Digital scale (0.1 oz / 1 g)	QC gate every envelope at <= 3 oz.
Scissors	Label trimming and the template corner snip. No stapler on the bench.

Step 0 — Eligibility gate (before touching packaging)

1. **Price:** every item in the order sold for **under $20** (item price only; shipping/tax excluded). Any item $20+ ships separately via USPS Ground Advantage — do not combine into the ESE envelope.
2. **Count:** max **4 cards** per envelope. 5+ cards: split into two ESE shipments or upgrade the whole order to Ground Advantage.
3. **Label weight:** when buying the label, override eBay's summed listing weight with the real weight (typically 1-2 oz; 4 bagged cards ~1.8 oz). Combined orders over 3 oz on paper lose ESE eligibility even if the physical envelope is fine.

Step 1 — Card prep + bag

4. Penny sleeve every card. Load into Card Saver I: **max 2 sleeved cards per saver, back-to-back; max 2 savers per envelope.** (1-2 cards = one saver. 3 cards = 2+1. 4 cards = 2+2.) Never stack saver-on-saver.
5. Slide each loaded saver into its own team bag **lip end first**, so the saver's opening sits at the bag's closed bottom and the two openings oppose. **Press flat to push the air out**, fold the flap over the back, seal. A puffy bag is a lump at the pinch test. One saver per bag. (Water *resistance*, not waterproofing.)

Step 2 — Mount to template insert

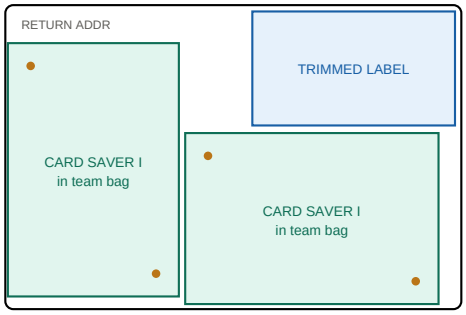
6. Take one pre-printed **Mounting Template** sheet (**Mounting Template Rev 1.3** — check the footer). Place **2 removable glue dots on the flap side of each bag at the printed amber G marks** (opposite corners, over the saver body; dots never touch the saver). Press flap-side-down into the printed zones, bag edge riding the paper edge: **Zone 1 (portrait, left) = every order; Zone 2 (landscape, right) = add for 3-4 card orders.** Optional: tuck the folded packing slip loose in the notes area before folding (+0.16 oz) — **never stapled**.
7. Fold on the printed line, **cards inward**, and snip the marked corner. Stuff with the envelope face-down, flap open: **crease goes in first, clipped corner at top-LEFT (Zone 1 bulge on your right)**. Seat the crease **fully against the bottom** — Zone 2 clears the label by only ~1/8", and only when seated. Flip and feel-check from the front before sealing: bulge fills the LEFT end (plus the lower-RIGHT band on 2-saver orders); the upper-right label corner is paper only.

Step 3 — Label (always trimmed)

8. Print the ESE label and **trim it to its printed footprint (~4" x 2.25") on every order** before peeling/affixing. A Card Saver I is 3-5/16" wide and a full 4x6 leaves only a 2-7/8" strip beside it, so there is no untrimmed path.
9. Affix upper-right, 1/8" from top and right edges, address parallel to the 9" side. Plain-paper labels: matte tape on edges only — nothing over the barcode. Confirm the label lies fully flat with no saver edge under any part of it.



1 SAVER (1-2 cards): Zone 1, return-address end



2 SAVERS (3-4 cards): Zone 1 + Zone 2, label corner stays empty

Step 4 — QC + ship (every envelope, no exceptions)

10. **Pinch test:** uniform thickness under 0.25" everywhere, including corners and the bag flap. **Flex test:** bends around a soda can without kinking. **Scale:** 3.0 oz or less (4 cards bagged runs ~1.8 oz).
11. No "Do Not Bend" stickers, no handwritten markings, no extra tape, no staples. Drop in the post office **metered mail slot** — not the counter (clerks cannot scan ESE).
12. Tracking updates only at sorting facilities; missed scans are normal. Stalled? Check the ESUS number on a third-party tracker. Protection: $20 single / $50 combined; claims open day 30, close day 90.

Fast reference: every order = sleeve, saver, team bag, Zone 1, trimmed label. 3-4 cards = add Zone 2. Anything $20+/5+ cards/3+ oz = not ESE.