cut away	▲ 2 ▼	cut away
←-------2.5-------→	←-------------------- 5 --------------------→	←-------2.5-------→
	▲ 4 ▼	
cut away	▲ 2 ▼	cut away

Cut a sheet of 8 ½ x 11 paper down to 8 x 10. Score at 2.5" on the long sides and 2" on the short sides. Cut away the corners and fold on the score lines alternating so that the last fold tucks under.

Drawing is not to scale.