The flap is on the back, along the top long edge. Front reads landscape, like this page.

No bleed on envelopes: keep everything 3/8 in from the edges

Personalized Envelopes, 9 x 12 Booklet

Front, landscape

File 12 x 9 in, trim 12 x 9 in

Edge of the envelope Safe area (blue dashes): keep words inside