Cut  $9-1/2 \times 6$  Directional will show upside down inside so non directional is better

Along 9-1/2 side score at: 3, 3-1/4, 6-1/4, 6-1/2

Along 6 inch side score at: 1-1/4, 4-3/4

Optional, fold each corner in matching corner along inside score line