GRAINBENCH ORIGINAL | CONFIDENT BEGINNER

The Two Tier Letter Trays

Two open-front paper trays joined by four slim posts, so mail and letter-size paper sort into two levels.



SIZE	SKILL	TIME	JOINERY
15-1/2 in wide, 10-1/2 in deep, 7 in tall	Confident beginner	About 2 to 3 hours, plus finish drying	Screws and glue

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01 / MATERIALS AND TOOLS

What to buy.

LUMBER AND SHEET GOODS

BUY	USED FOR
1 x 1x2 board, 8 ft	P posts, R back rails, S side rails
1 x 1x2 board, 4 ft (or an offcut at least 8 in long)	P posts
1 x 1/2 plywood, 2 ft x 2 ft panel	B tray floors

Choose a flat 1/2 in plywood panel; a 2 x 2 ft piece holds both floors. Pick a straight, knot-free 1x2.

HARDWARE AND SUPPLIES

ITEM	AMOUNT
#6 x 1 in flathead wood screws	22, plus a few spares
#6 x 1-1/4 in flathead wood screws	16, plus a few spares
Wood glue	Small bottle of interior wood glue
Sandpaper	120 and 180 grit
Finish	About 250 mL (half a pint) of paint, stain or clear water-based polyurethane

TOOLS

- Saw for straight crosscuts: mitre saw, or circular saw with a speed square
- Drill/driver with a countersink bit
- Tape measure, pencil and a combination or speed square
- 2 clamps that open to at least 18 in
- Sander or sanding block
- Safety glasses and hearing protection

02 / CUT LIST

Cut the parts.

Cut the two floors B to 14 x 10-1/2 in and check they match. Cut all the 1x2 parts square.

ID	PART	QTY	LENGTH	WIDTH	THICK	FROM
B	Tray floors	2	14 in	10-1/2 in	1/2 in	1/2 plywood
S	Side rails	4	10-1/2 in	1-1/2 in	3/4 in	1x2
R	Back rails	2	12-1/2 in	1-1/2 in	3/4 in	1x2
P	Posts	4	7 in	1-1/2 in	3/4 in	1x2

CUTTING DIAGRAMS

1x2 x 8 ft

90 in used, including 1 in to square the end and 1/8 in per cut



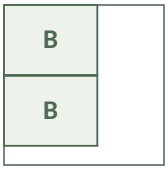
1x2 x 4 ft

8 in used, including 1 in to square the end and 1/8 in per cut

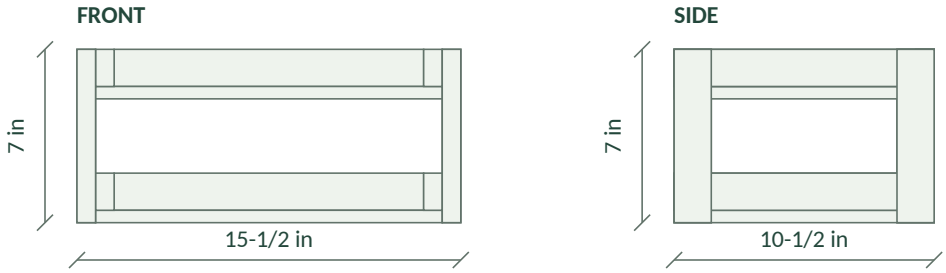


1/2 plywood, 2 ft x 2 ft

Long edge runs left to right. Allow 1/8 in between parts for the saw.



FINISHED SIZE



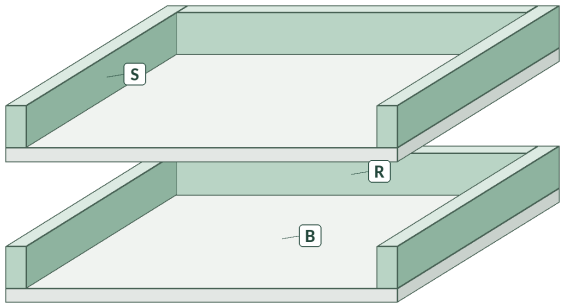
Each tray is a floor with rails on the sides and back. The posts stand outside the trays at the front and back corners; the floors sit 0 and 5 in up, leaving 3 in for paper.

03 / BUILD

Put it together.

STEP 1 Make the two trays

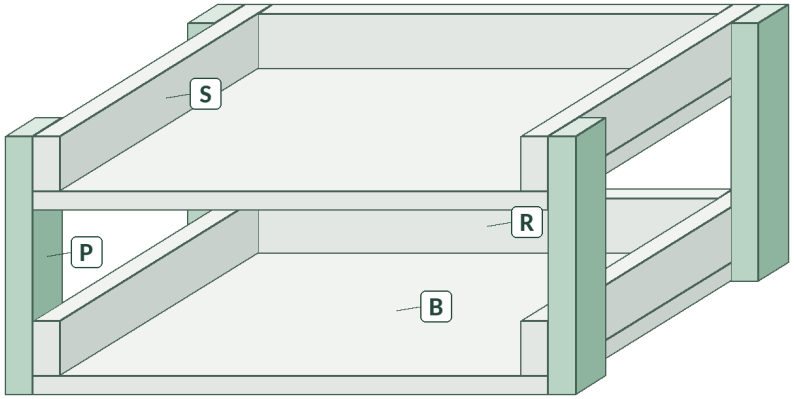
Glue two **S** and one **R** onto each **B**: the sides flush with the floor edges and the back rail between them. Drill and countersink from underneath and drive 4 screws into each side rail and 3 into the back rail.



GREEN: added in this step | GREY: already in place

STEP 2 Add the posts

Mark each **P** at 0 and 5 in from the bottom. Stand the trays on their sides, hold a post against the side rails at the front corner, and drive 2 screws through the post into each rail. Repeat at the back and on the other side. Check both floors are level.



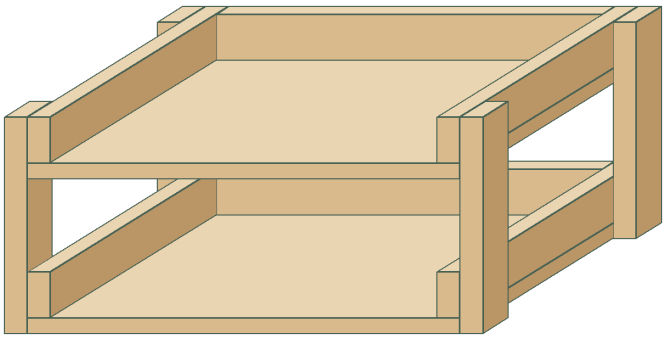
GREEN: added in this step | GREY: already in place

03 / BUILD, CONTINUED

STEP 3

Finish

Sand the front edges of the floors smooth so paper slides easily, and apply your finish.



CARE

For paper and folders. Lift it from the bottom tray.

Browse more free plans > **Plan your own cut list >** **How to read a plan >**

Dimensions, part counts and cutting layouts were checked digitally. The plan has not been load-tested.