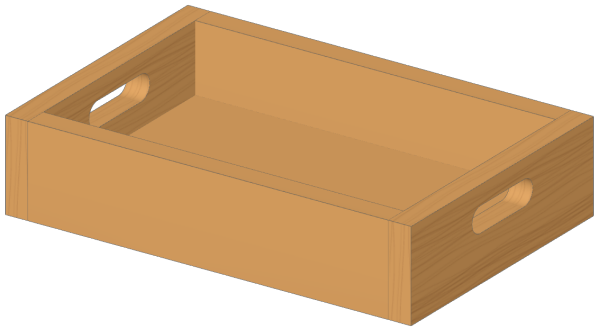
Simple Tray

An easy-read build plan





The same tray in this plan

1	5	18	13
rough board	parts	screws	steps

Finished size: 450 long × 300 wide × 100 high (mm)

At a glance

HOW HARD

2 · Beginner

Adds angle cuts and drilling. Some steps need a helper.

HOW LONG

2–3 hours

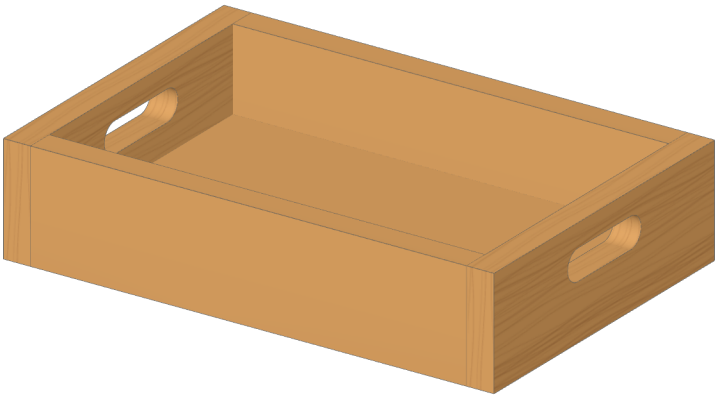
COST

About £10 for one tray.

TOOLS

12 tools. See the next pages.

Prices checked October 2026. A rough guide, not a quote.



How to use this plan

Do **one step** at a time. Each step has its own page.

GET READY Find the tools and mark the board.

CUT Cut the board into 5 parts.

BUILD Screw the parts together.

☐ Tick the **Done** box when a step is finished.

Ask your helper

This badge means: **stop and get your helper.** They help with power tools and drilling.

All sizes are in **mm** (millimetres). 10 mm = 1 cm.

Words in this plan

Rough-sawn: wood straight from the saw, not smooth. Sand it where your hands go.

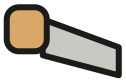
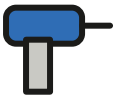
Rip: a cut along the length of a board.

Pilot hole: a small hole you drill first, so the screw goes in straight and the wood does not split.

Countersink: a little cone at the top of the hole, so the screw head sits flat.

Get ready: tools

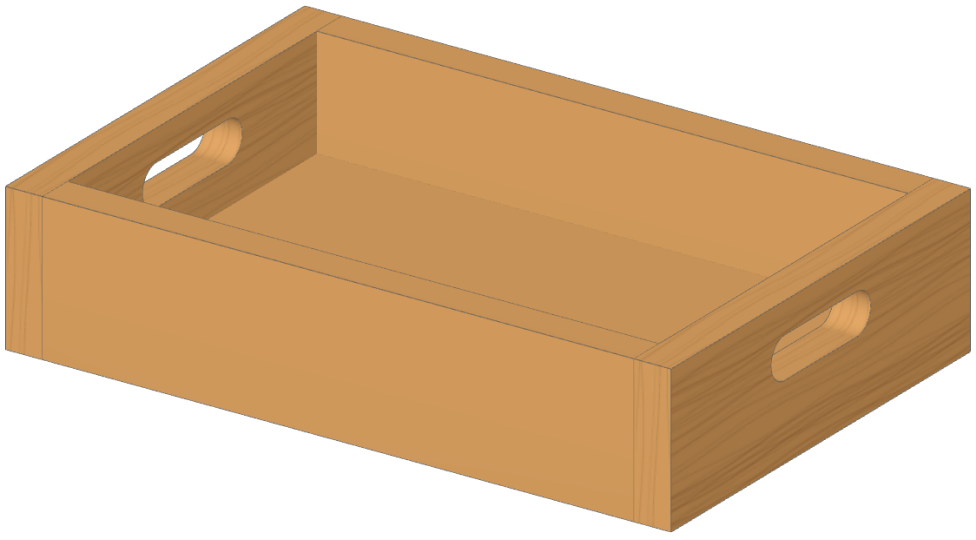
Find each tool. Tick the box.

- ☐  Tape measure. For measuring the wood.
- ☐  Pencil and square. For drawing straight lines.
- ☐  Hand saw. For cutting across the board.
- ☐  Power saw. For the long cuts. Your helper uses it.
- ☐  Clamps. To hold the wood still.
- ☐  Drill. For small holes and screws.
- ☐  Big drill bit. For the handle holes.
- ☐  Jigsaw. Your helper cuts the handles.
- ☐  Sandpaper. To make it smooth.
- ☐  Safety glasses. Wear them all the time.
- ☐  Dust mask. For the dusty jobs.
- ☐  Gloves. Rough wood gives splinters.

Shopping list

- [ ] **1 board** of untreated, rough-sawn wood. You need **1110 mm** of it, **250 mm** wide and **25 mm** thick.
- [ ] **18 screws**, **4 × 50 mm**.
- [ ] **1 sheet** of sandpaper, **120** grit.

Pick a board that is **flat and dry**, with **no big cracks** at the ends. One **3 m** board makes **two trays**.

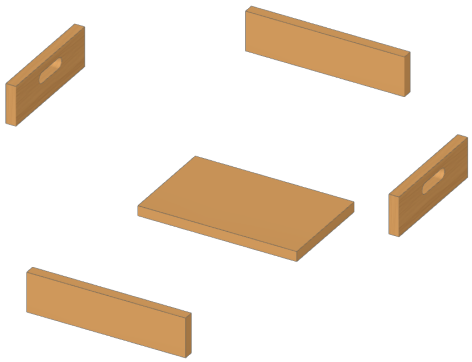


The 5 parts

Every part is **25 mm** thick.

No	Part	Size (mm)	How many
01	Base	**400 × 250**	1
02	Long side	**400 × 100**	2
03	End	**300 × 100**	2





Step 1 of 13

Mark the board

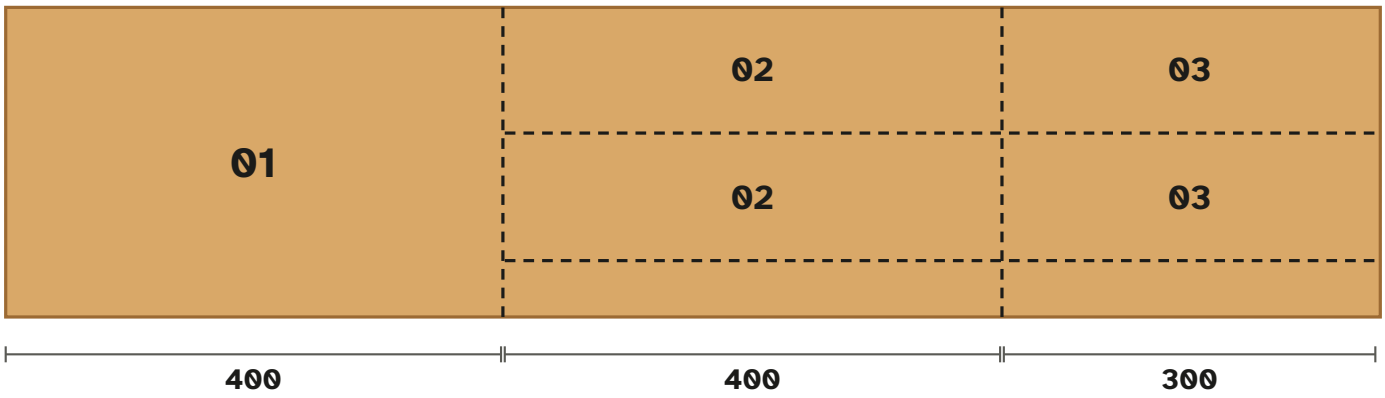
Done

Your board is **1110** mm long, **250** mm wide and **25** mm thick.

Measure from one end. Mark **400** for the base.

On the rest, draw two long lines **100** mm apart. Then mark **400** and **300** along them.

Pencil lines. Leave a saw-width (3 mm) between parts.



Step 2 of 13

Cut the base

Done

Clamp the board. Cut across at **400** mm.

This piece is the **base (01)**.



wood on the bench cut now

Step 3 of 13

Rip two strips

Done

Ask your helper

Your helper cuts **along** the long piece.

You get two strips, each **100** mm wide. The thin strip left over is spare.

Tip: Your helper uses a table saw or a circular saw for this. Ready-cut 100 mm boards save this step.



wood on the bench cut now

Step 4 of 13

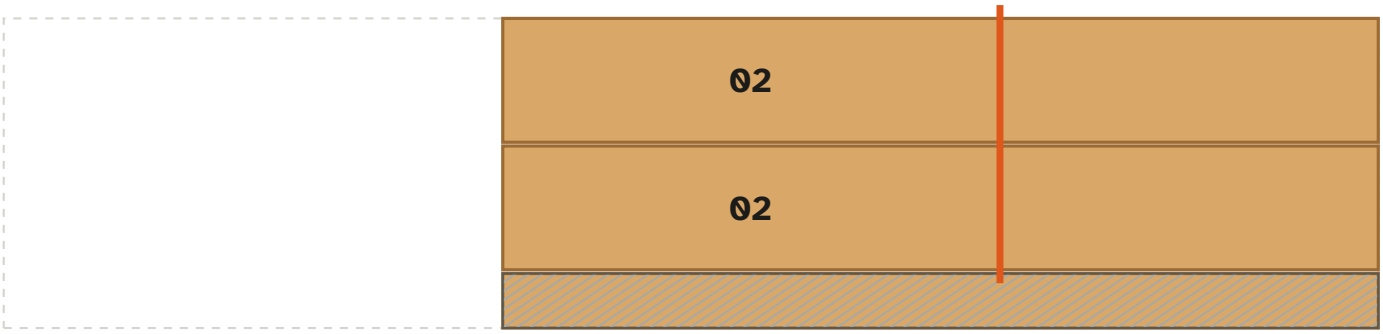
Cut the long sides

Done

Clamp the two strips side by side.

Cut across both at **400** mm.

These are the two **long sides (02)**.



wood on the bench cut now

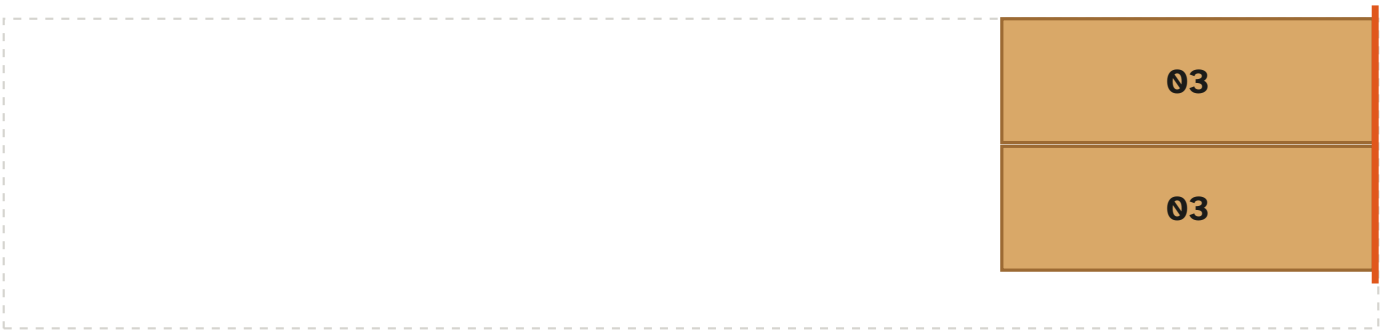
Step 5 of 13

Cut the ends

Done

The pieces left are the **ends (03)**.

Check each one is **300** mm long. Trim the end if it is longer.



wood on the bench cut now

Step 6 of 13

Drill the handle holes

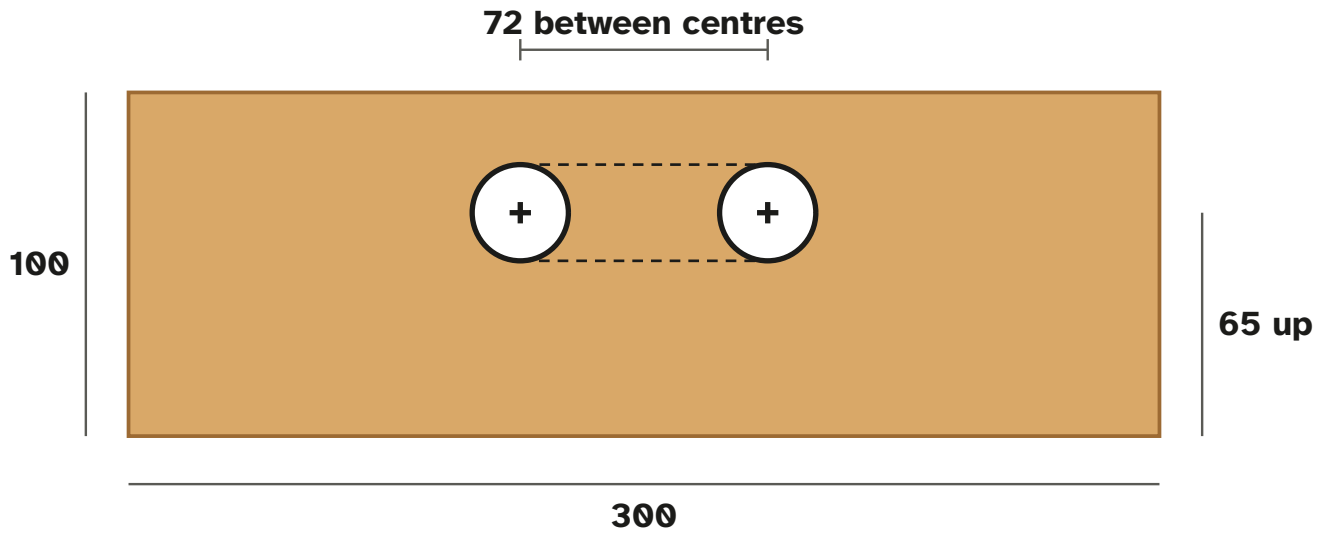
Done

Ask your helper

On each **end (03)**, mark the middle of two holes: **72** mm apart, **65** mm up from the bottom.

Clamp the end down. Drill each hole with the **28 mm** bit.

Tip: Put a scrap board underneath, so the wood does not splinter on the back.



Two 28 mm holes. The middle of each hole has a cross.

Step 7 of 13

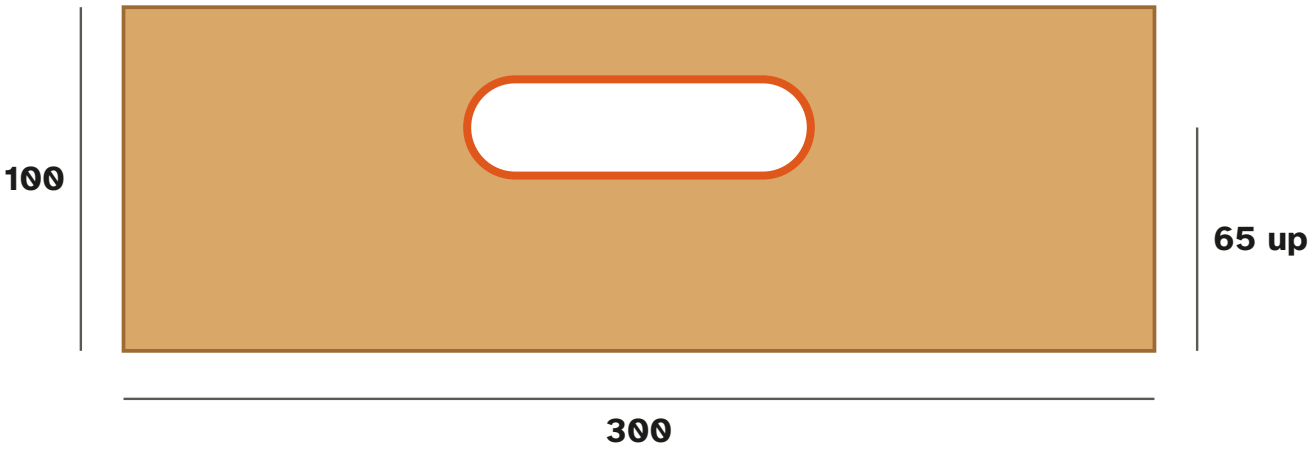
Cut out the handles

Done

Ask your helper

Your helper cuts with the **jigsaw** from one hole to the other, along both lines.

Now each end has a **slot handle**.



Cut along the orange line, between the two holes.

Step 8 of 13

Sand all the parts

Done

Put on your **safety glasses** and **dust mask**.

Sand the **inside faces**, all **edges** and inside the **handle slots**.

Lay out all **5 parts**. Check each one.



Step 9 of 13

Front side to the base

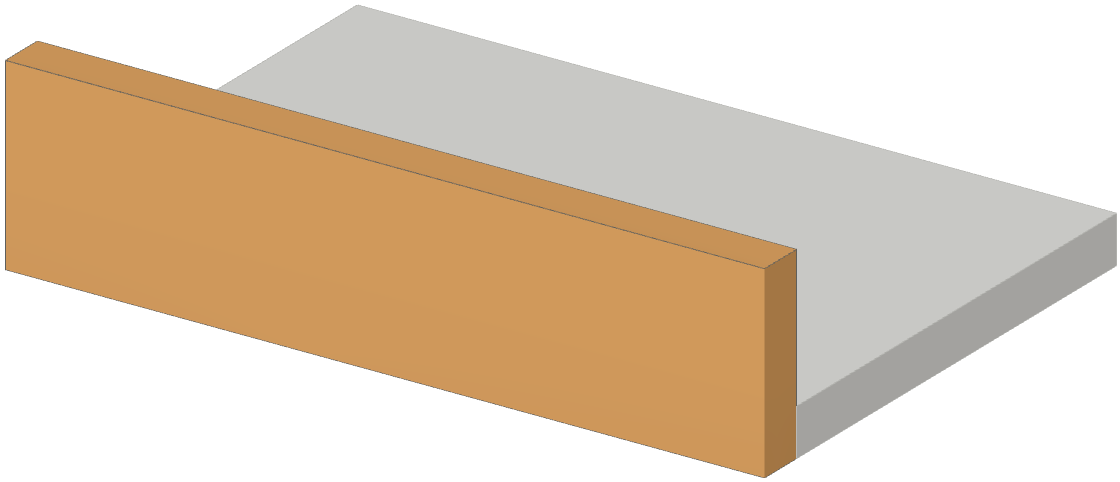
Done

Ask your helper

Lay the **base (01)** flat. Stand a **long side (02)** against the front edge.

Bottoms level, ends level.

Drill **3** pilot holes through the side into the base. Screw: **3** screws.



Step 10 of 13

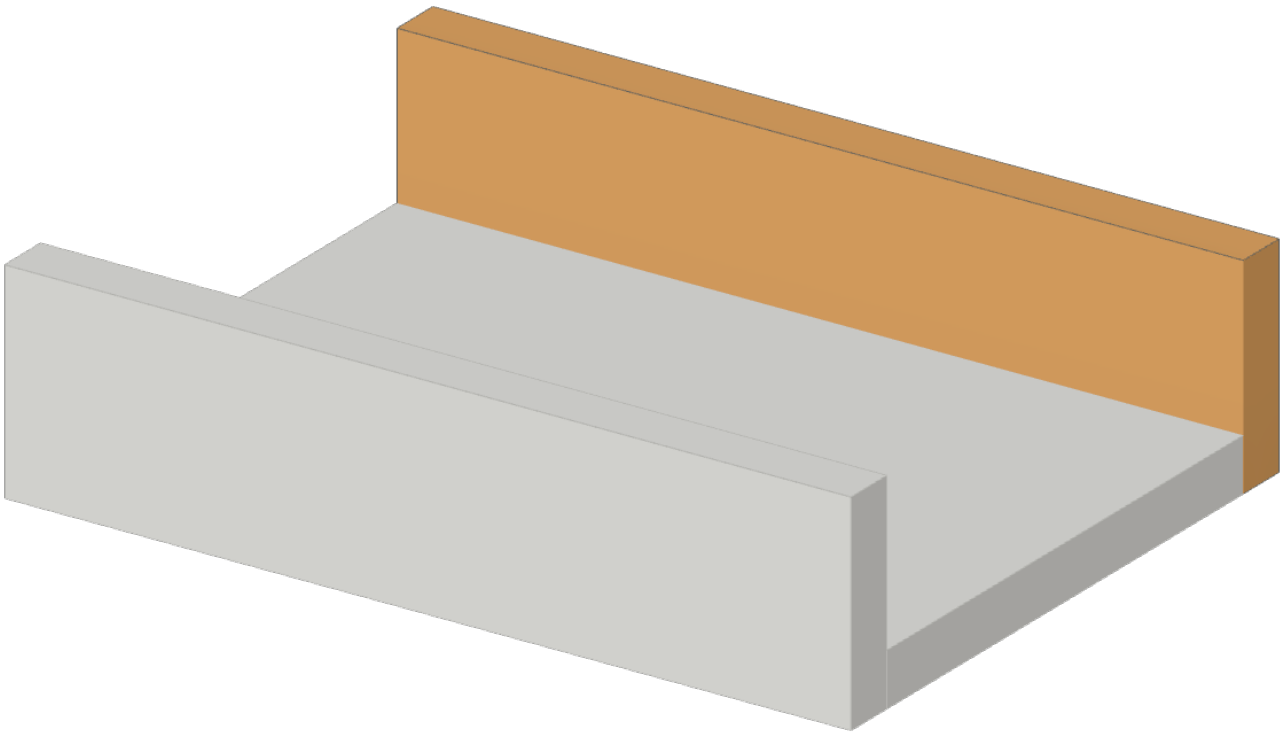
Back side to the base

Done

Ask your helper

Do the same at the back with the other **long side (02)**.

Drill and screw: **3** screws.



Step 11 of 13

Fix the first end

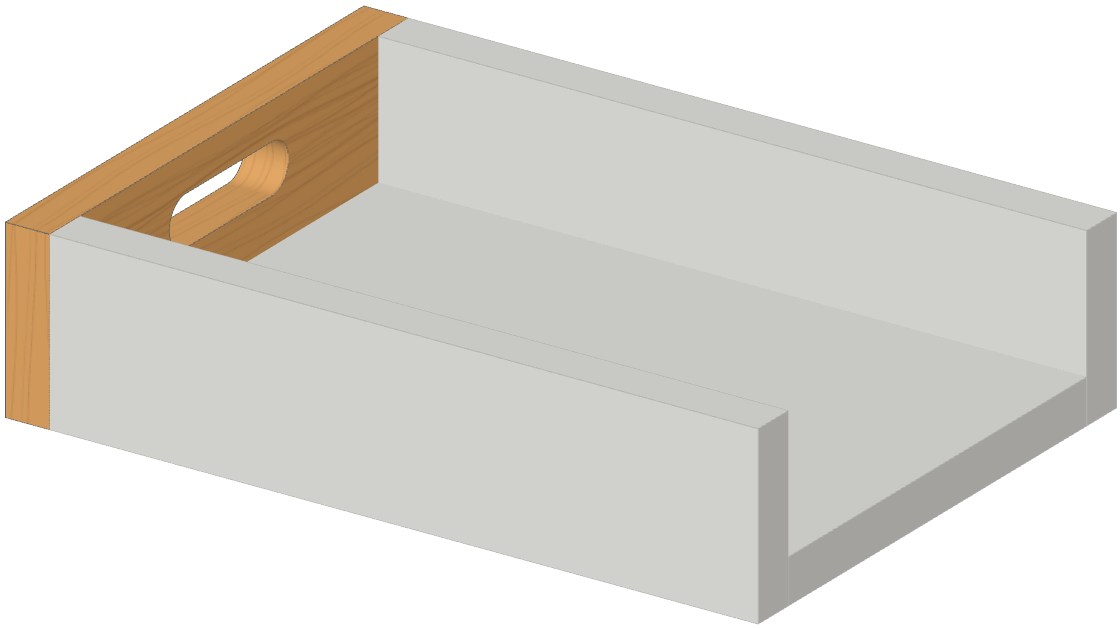
Done

Ask your helper

Hold an **end (03)** across one end of the base and both sides.

Line up the **bottom** and **both corners**.

Drill and screw: **2** into the base, **2** into each long side. **6** screws.



Step 12 of 13

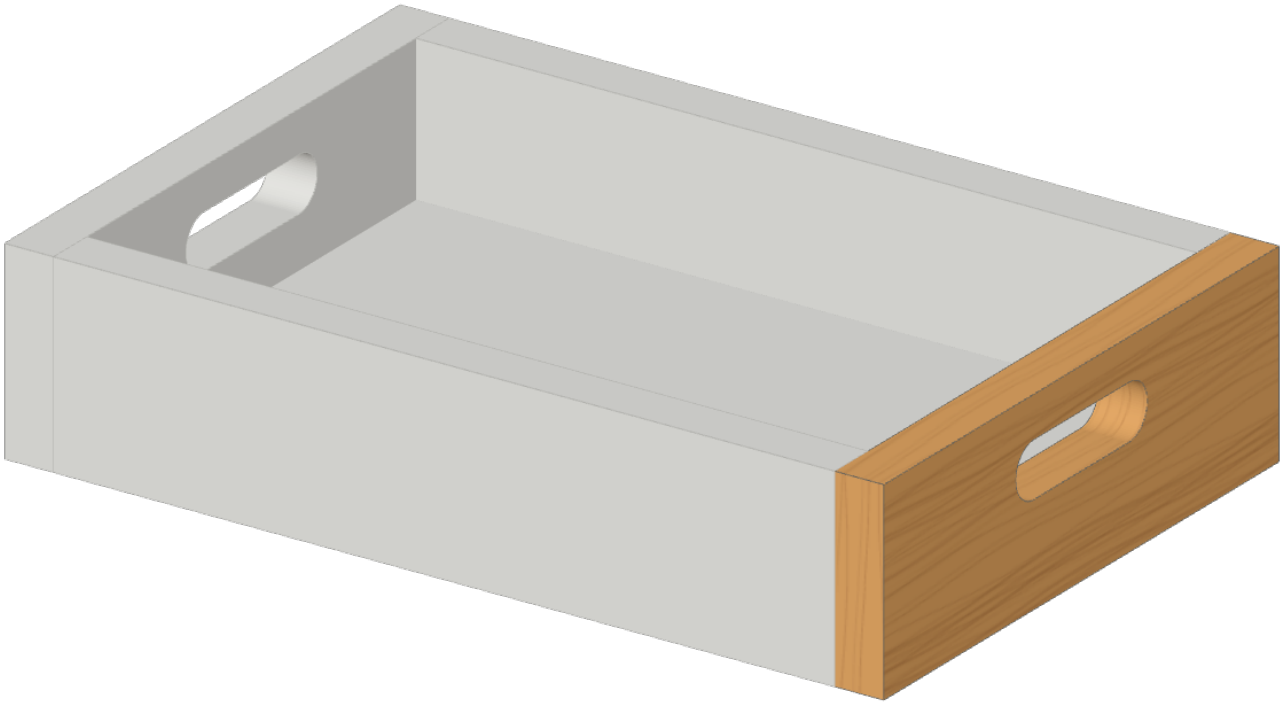
Fix the second end

Done

Ask your helper

Do the same at the other end with the last **end (03)**.

6 screws.



Step 13 of 13

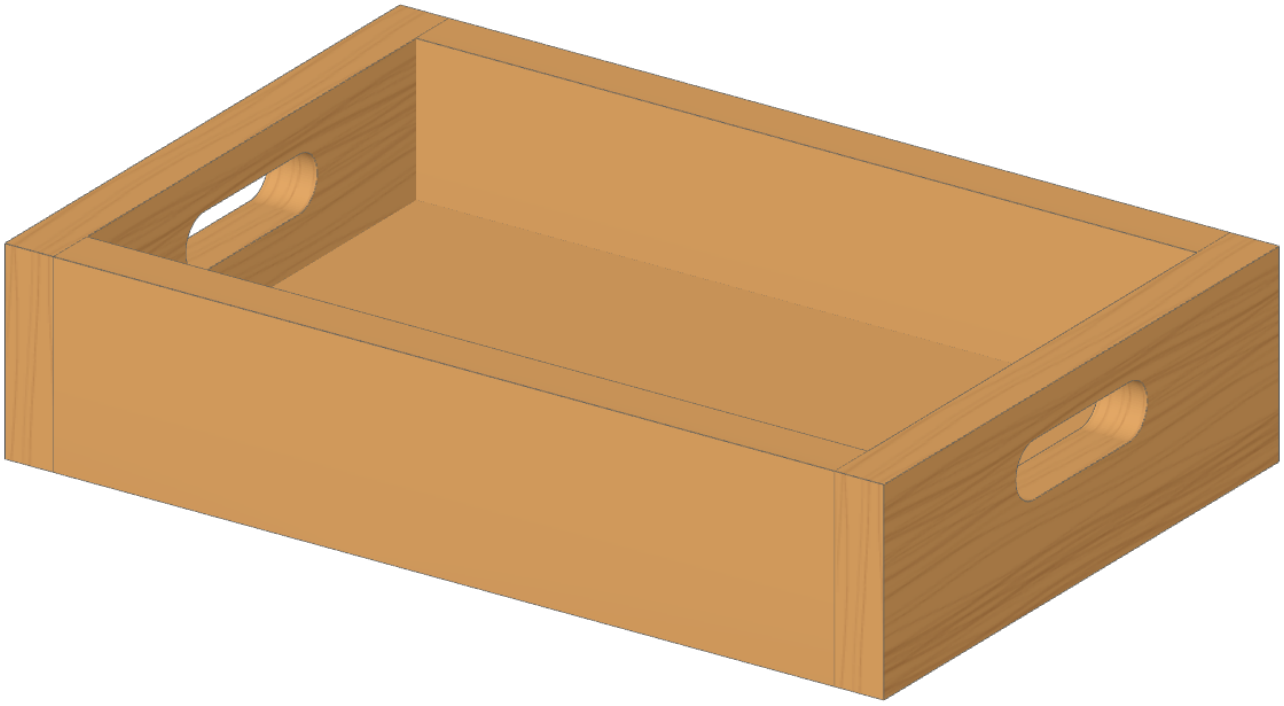
Check and finish

Done

Sand the **corners** smooth.

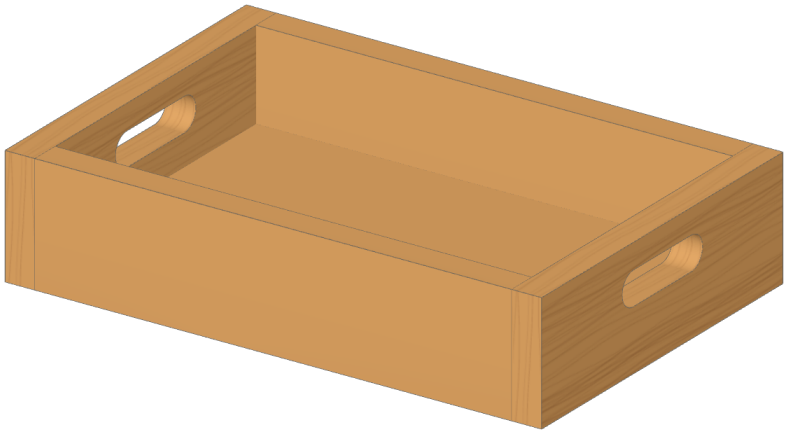
Check every screw head sits **flat**.

Lift the tray by the **handles**. It is ready to use.



Well done!

You made a tray from 1 board.



Name _____

Date _____

I will use it for _____