

ENVELOPE GUIDE

This Envelope Guide is intended to give an overview of the most common envelope styles and sizes. It is fairly comprehensive, but by no means exhaustive.

Commercials & Officials - Standard correspondence style envelopes. These are open-side style with gummed flaps. They are made in wide range of bond and kraft.



Commercial sizes range from # 5 to # 6 3/4. Official sizes range from # 7 to #14.

# 5	3 1/16" x 5 1/2"	Data Card	3 9/16" x 7 5/8"
# 6	3 3/8" x 6"	# 8 5/8	3 5/8" x 8 5/8"
# 6 1/4	3 1/2" x 6"	# 9	3 7/8" x 8 7/8"
# 6 1/2	3 9/16" x 6 1/4"	# 10	4 1/8" x 9 1/2"
# 6 3/4	3 5/8" x 6 1/2"	# 10 1/2	4 1/2" x 9 1/2"
# 7	3 3/4" x 6 3/4"	# 11	4 1/2" x 10 3/8"
# 7 1/2	3 3/4" x 7 5/8"	# 12	4 3/4" x 11"
# 7 3/4*	3 7/8" x 7 1/2"	# 14	5" x 11 1/2"

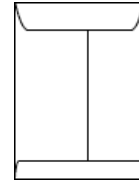
*# 7 3/4 is commonly referred to as Monarch size.

Booklet (Open Side) Envelopes - For use with booklets, folders, and other types of direct mail. Their open-side design permits overall printing.



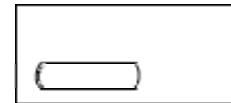
# 2 1/2	4 1/2" x 5 7/8 "	# 7 1/4	7" x 10"
# 3	4 3/4" x 6 1/2"	# 7 1/2	7 1/2" x 10 1/2"
# 4 1/4	5" x 7 1/2"	# 8	8" x 11 1/8"
# 5	5 1/2" x 7 1/2"	# 9	8 3/4" x 11 1/2"
# 6	5 3/4" x 8 7/8"	# 9 1/2	9" x 12"
# 6 1/2	6" x 9"	# 10	9 1/2" x 12 5/8"
# 6 3/4	6 1/2" x 9 1/2"	# 13	10" x 13"
# 7	6 1/4" x 9 5/8"		

Catalog (Open End) Envelopes – These are Open-end style. Wide seams with heavy gummed flaps provide good protection for mail handling of catalogs, magazines, reports, etc.



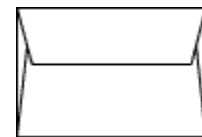
# 1	6" x 9"	# 9 1/2	8 1/2" x 10 1/2"
# 1 3/4	6 1/2" x 9 1/2"	# 9 3/4	8 3/4" x 11 1/4"
# 2	6 1/2" x 10"	# 10 1/2	9" x 12"
# 3	7" x 10"	# 12 1/2	9 1/2" x 12 1/2"
# 6	7 1/2" x 10 1/2"	# 13 1/2	10" x 13"
# 7	8" x 11"	# 14 1/4	11 1/4" x 14 1/4"
# 8	8 1/4" x 11 1/4"	# 14 1/2	11 1/2" x 14 1/2"

Window Envelopes - Permit name and address typed on enclosure to show. Used for invoices, statements, checks, receipts, etc. Variety of window sizes and configurations.



# 6 1/4	3 1/2" x 6"	# 9	3 7/8" x 8 7/8"
# 6 3/4	3 5/8" x 6 1/2"	# 10	4 1/8" x 9 1/2"
# 7	3 3/4" x 6 3/4"	# 11	4 1/2" x 10 3/8"
# 7 3/4	3 7/8" x 7 1/2"	# 12	4 3/4" x 11"
# 8 5/8	3 5/8" x 8 5/8"	# 14	5" x 11 1/2"

Announcements - Made for use with wide range of matching text and cover papers. Many have deckle-edge flaps.



# A-2	4 3/8" x 5 5/8"	# A-8	5 1/2" x 8 1/8"
# A-6	4 3/4" x 6 1/2"	# A-10	6 1/4" x 9 5/8"
# A-7	5 1/4" x 7 1/4"	Slim	3 7/8" x 8 7/8"