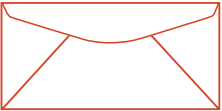





Envelope Reference Guide


Standard Sizes

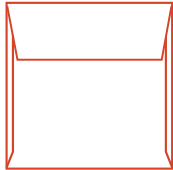
COMMERCIAL	Name	Envelope Size	Insert Size
	6-1/4	3.5 x 6	3.25 x 5.75
	6-3/4	3.625 x 6.5	3.5 x 6.25
	8-5/8	3.625 x 8.625	3.5 x 8.375
	7	3.75 x 6.75	3.5 x 6.5
	Monarch	3.875 x 7.5	3.75 x 7.25
	9	3.875 x 8.875	3.75 x 8.675
	9 (Policy)	4 x 9	3.75 x 8.5
	10	4.125 x 9.5	4 x 9.25
	DL	4.313 x 8.625	4.125 x 8.375
	11	4.5 x 10.375	4.25 x 10.125
	12	4.75 x 11	4.5 x 10.75
	14	5 x 11.5	4.75 x 11.25
16	6 x 12	5.75 x 11.75	

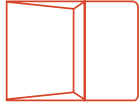
CATALOG	Name	Envelope Size	Insert Size
	1	6 x 9	5.75 x 8.75
	1-3/4	6.5 x 9.5	6.25 x 9.25
	3	7 x 10	6.75 x 9.5
	6	7.5 x 10.5	7.25 x 10
	8	8.25 x 11.25	8 x 10.75
	9-3/4	8.75 x 11.25	8.5 x 10.75
	10-1/2	9 x 12	8.75 x 11.5
	14-1/4	10 x 15	9.75 x 14.5

BOOKLET	Name	Envelope Size	Insert Size
	3	4.75 x 6.5	4.5 x 6
	4-1/2	5.5 x 7.5	5.25 x 7
	5	5.5 x 8.125	5.25 x 7.625
	6	5.75 x 8.875	5.5 x 8.375
	6-1/2	6 x 9	5.75 x 9
	6-5/8	6 x 9.5	5.75 x 9
	6-3/4	6.5 x 9.5	6.25 x 9
	7-1/4	7 x 10	6.75 x 9.5
	7-1/2	7.5 x 10.5	7.25 x 10
	9	8.75 x 11.5	8.5 x 11
	9-1/2	9 x 12	8.75 x 11.5
	10	9.5 x 12.625	9.25 x 12.125
	13	10 x 13	9.75 x 12.5

ANNOUNCEMENT	Name	Envelope Size	Insert Size
	A1	3.625 x 5.125	3.475 x 4.875
	A2	4.375 x 5.75	4.25 x 5.5
	A6	4.75 x 6.5	4.625 x 6.25
	A7	5.25 x 7.25	5 x 7
	A8	5.5 x 8.125	5.25 x 7.75
	A9	5.75 x 8.875	5.5 x 8.625
	A10	6 x 9.5	5.875 x 9.25

BARONIAL	Name	Envelope Size	Insert Size
	1 Bar	3.625 x 5.125	3.475 x 4.875
	5 Bar	4.125 x 5.5	4 x 5.25
	5-1/2 Bar	4.375 x 5.75	4.25 x 5.5
	6 Bar	4.75 x 6.5	4.625 x 6.25
	7 Bar	5.25 x 7.25	5.125 x 7
	8 Bar	5.5 x 8.125	5.375 x 7.875
	9 Bar	5.75 x 8.75	5.625 x 8.625
	10 Bar	6 x 9.5	5.875 x 9.25

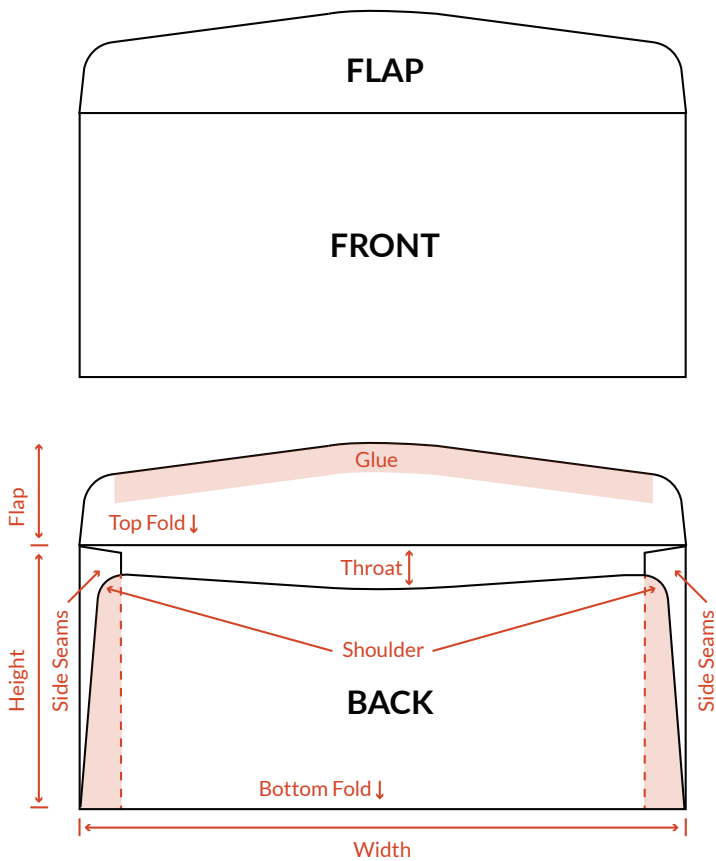
SQUARE	Name	Envelope Size	Insert Size
	5	5 x 5	4.75 x 4.75
	5-1/2	5.5 x 5.5	5.25 x 5.25
	6	6 x 6	5.75 x 5.75
	6-1/2	6.5 x 6.5	6.25 x 6.25
	7	7 x 7	6.75 x 6.75
	7-1/2	7.5 x 7.5	7.25 x 7.25
	8	8 x 8	7.75 x 7.75
	8-1/2	8.5 x 8.5	8.25 x 8.25
	9	9 x 9	8.75 x 8.75
	9-1/2	9.5 x 9.5	9.25 x 9.25
	10	10 x 10	9.75 x 9.75
	13-1/2	13.5 x 13.5	13.25 x 13.25

REMITTANCE	Name	Envelope Size	Insert Size
	6-1/4	3.5 x 6	3.35 x 5.75
	6-1/2	3.5 x 6.25	3.25 x 6
	6-3/4	3.625 x 6.5	3.375 x 6.25
	9	3.875 x 8.875	3.625 x 8.625

Envelope Reference Guide

Envelope Anatomy

Envelopes have a primary purpose: to securely carry its contents to its destination and to get opened. Below we have broken down the basic parts of the envelope in order for you to pick the best envelope for your project.

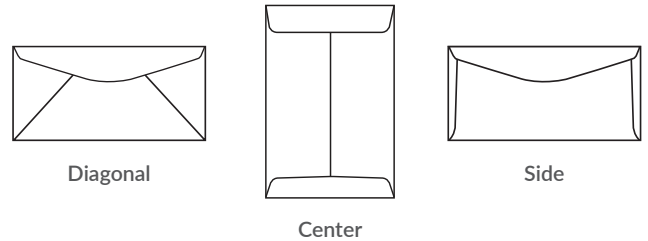


Common Seams

Center – Most commonly used on coin and catalog envelopes.

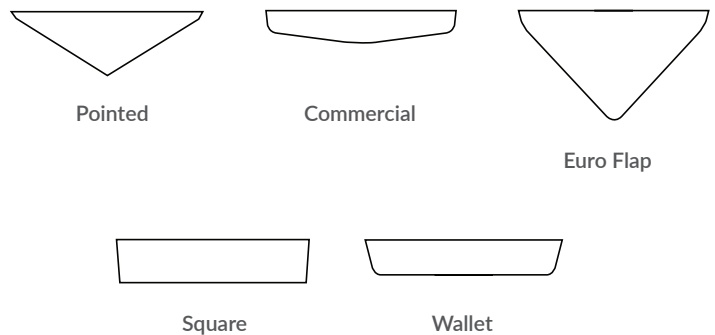
Diagonal – Used on commercials and pointed flap baronial.

Side – Provide a large area for printing on the back, as in the reverse face, collection and booklet envelopes.



Standard Flaps

The shape of the seal flap determines the envelope's style, and ultimately its most appropriate use. Listed are the most common types of flaps.



Envelope Reference Guide

Top Seal Types

Re-moistening Seal – A gum seal activated by moistening the flap for a permanent seal.

Split Seal – A gum seal split into sections and activated by moistening the flap for a permanent seal; better for storing envelopes in humid conditions.

Pressure Sensitive – Self-adhering latex adhesive applied to two surfaces that seals on contact when joined.

Self-Adhesive – Release tape liner applied over a resin adhesive pressure-sensitive seal. Remove liner and press flap down to seal; no moisture required.

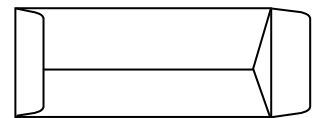
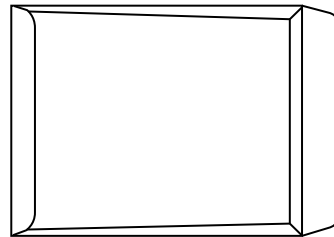
Clasp – Reinforced, double-pronged metal clasp for added security. Should not be run through automated processes after conversion.

String & Button – Tie-down closures ready for repeat opening or secured sealing.

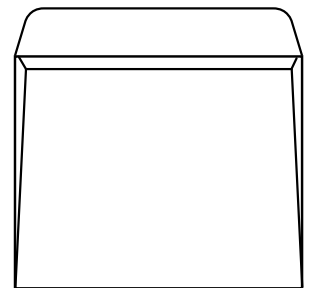
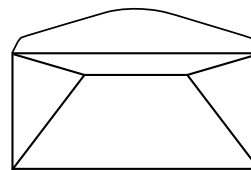
Openings and What You Need To Know

End-openings are ideal for hand-insertion applications and catalogs, whereas side-openings can accommodate automatic-insertion applications. When in doubt, consult with your supplier and mail house prior to ordering your envelopes to determine what construction is compatible with their machines.

The difference between catalog and booklet envelopes is that catalog envelopes open on the short side, while booklet envelopes open on the long side.



Catalog (Open End)



Booklet (Open Side)

Envelope Reference Guide

How to Measure Envelopes

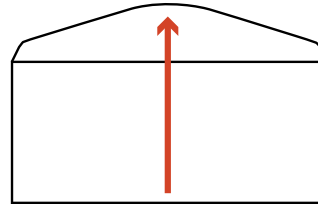
Do a Pre-measurement Checklist

- Be sure the envelope is empty before you measure it.
- Place the envelope on a flat surface.
- Capture the measurements to the nearest one-sixteenth of an inch.

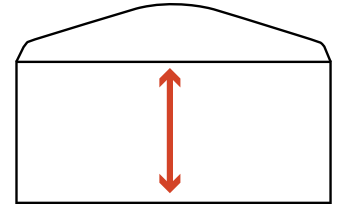
Start Measuring

U.S. envelopes are always stated in inches with the shortest dimension first.

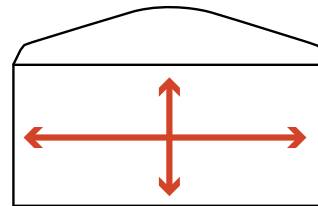
- Measure with the flap at the top.
- Flap length is measured from the top fold score line to the tip of the flap.
- Seal gum is measured from the edge of the seal to where the gum line stops.
- Throat depth is measured from the top fold score line to the top of the bottom flap.
- The Side flap is measured from the side fold to its farthest point at the envelope center.



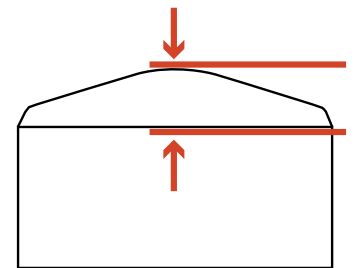
Flap At Top



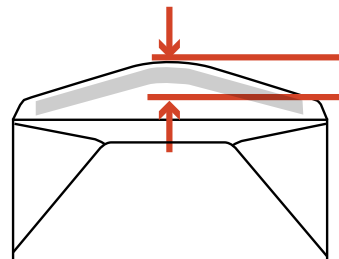
Short Dimension First



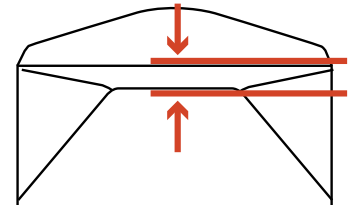
Measure Fold To Fold



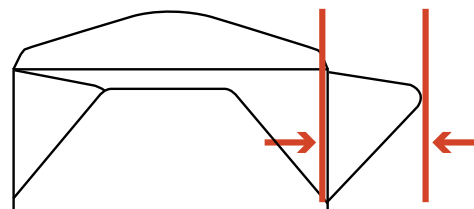
Flap Length



Seal Gum



Throat Depth



Side Flaps

Envelope Reference Guide

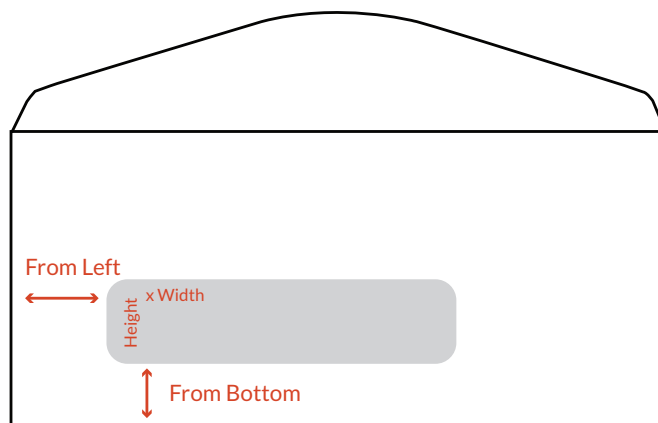
Window Envelopes

Size of a Window

- The standard window is 1-1/8 inches high and 4-1/2 inches wide and is placed 5/8 inch from the bottom edge of the envelope.
- In size 6-3/4 envelopes, the window is 7/8 inch from the left edge.
- In size 10 envelopes, the window is 7/8 inch from the left edge.
- On double window envelopes, the second window (designed for return information) is 1/2 inch from the top and left edges, and measures 3/4 inch high and 2-1/2 inches wide.
- Other window sizes and locations can be produced, if the window is:
 - Not more than 1-1/2 inches high.
 - Not more than 5 inches wide.
 - At least 1/2 inch from the bottom edge of the envelope.
 - At least 3/8 inch from any envelope edge.

How to Measure a Window Position

- Measure with the flap at the top.
- Window size is always stated as height x width.
- Window positions are always measured by their distance from the left edge of the envelope and the distance from the bottom.



Window Cover Material

- Must be made of a non-tinted clear or transparent material (e.g., cellophane or polystyrene).
- Must permit information, as viewed through the window material, to meet the print-contrast ratio standards to ensure efficient processing.
- Glassine may be used for window cover material.
- All edges of the window cover material must be glued securely to the envelope.