



~ Where Would Life Be Without Colour? ~

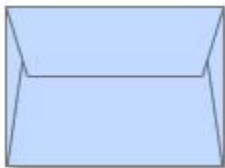
## The Ultimate Envelope Guide

### Announcement



Typically matched with text or cover paper. Optional deckle-edge flaps.

TYPE	ENVELOPE (W x H)	ENCLOSURE (W x H)
A-2	5.75" x 4.375"	5.5" x 4.125"
A-6	6.5" x 4.75"	6.25" x 4.5"
A-7	7.25" x 5.25"	7" x 5"
A-8	8.125" x 5.5"	7.875" x 5.25"
A-10	9.5" x 6"	9.25" x 5.75"
Slim	8.875" x 3.875"	8.625" x 3.625"



### Baronial



Invitation envelopes with a "formal" style featuring a pointed flap. Uses: Announcements, greeting cards, invitations, etc.

TYPE	ENVELOPE (W x H)	ENCLOSURE (W x H)
4 Baronial	5.125" x 3.625"	4.875" x 3.375"
5 Baronial	5.5" x 4.125"	5.25" x 3.875"
5 1/2 Baronial	5.75" x 4.75"	5.5" x 4.5"
6 Baronial	6.5" x 4.75"	6.25" x 4.5"
Lee	7.25" x 5.25"	7" x 5"



### Booklet



Side opening enables complete coverage. Uses: Pamphlets, catalogs, folders, etc.

TYPE	ENVELOPE (W x H)	ENCLOSURE (W x H)
2 1/2	5.875" x 4.5"	5.625" x 4.25"
3	6.5" x 4.75"	6.25" x 4.5"
4 1/4	7.5" x 5"	7.25" x 4.75"
4 1/2	7.5" x 5.5"	7.25" x 5.25"
5	8.5" x 5.5"	8.25" x 5.25"
6	8.875" x 5.75"	8.625" x 5.5"
6 1/2	9" x 6"	8.75" x 5.75"
6 3/4	9.5" x 6.5"	9.25" x 6.25"



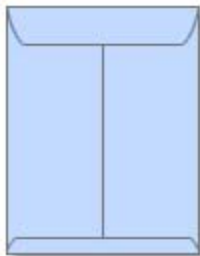
<b>7</b>	9.625" x 6.25"	9.375" x 6"
<b>7 1/4</b>	10" x 7"	9.75" x 6.75"
<b>7 1/2</b>	10.5" x 7.5"	10.25" x 7.25"
<b>8</b>	11.125" x 8"	10.875" x 7.75"
<b>9</b>	11.5" x 8.75"	11.25" x 8.5"
<b>9 1/2</b>	12" x 9"	11.75" x 8.75"
<b>10</b>	12.625" x 9.5"	12.125" x 9.25"
<b>13</b>	13" x 10"	12.75" x 9.75"

## Catalog



Document-sized envelopes. Uses: Catalogs magazines, folders, reports, etc.

<b>TYPE</b>	<b>ENVELOPE (W x H)</b>	<b>ENCLOSURE (W x H)</b>
<b>1</b>	6" x 9"	5.75" x 8.75"
<b>1 3/4</b>	6.5" x 9.5"	6.25" x 9.25"
<b>2</b>	6.5" x 10"	6.25" x 9.75"
<b>3</b>	7" x 10"	6.75" x 9.75"
<b>6</b>	7.5" x 10.5"	7.25" x 10.25"
<b>7</b>	8" x 11"	7.75" x 10.75"
<b>8</b>	8.25" x 11.25"	8" x 11"
<b>9 1/2</b>	8.5" x 10.5"	8.25" x 10.25"
<b>9 3/4</b>	8.75" x 11.25"	8.5" x 11"
<b>10</b>	9" x 12"	8.75" x 11.75"
<b>12 1/2</b>	9.5" x 12.5"	9.25" x 12.25"
<b>13</b>	10" x 13"	9.75" x 12.75"
<b>14 1/4</b>	11.25" x 14.25"	11" x 14"
<b>14 1/2</b>	11.25" x 14.5"	11" x 14.25"

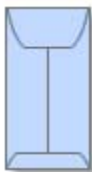


## Coin



Small envelopes. Uses: Coins, parts, etc. May not conform to minimum-size postal requirements.

<b>TYPE</b>	<b>ENVELOPE (W x H)</b>	<b>ENCLOSURE (W x H)</b>
<b>1</b>	2.25" x 3.5"	2" x 3.25"
<b>3</b>	2.5" x 4.25"	2.25" x 4"
<b>4</b>	3" x 4.5"	2.75" x 4.25"
<b>4 1/2</b>	3" x 4.875"	2.75" x 4.625"
<b>5</b>	2.875" x 5.25"	2.625" x 5"
<b>5 1/2</b>	3.125" x 5.5"	2.875" x 5.25"
<b>6</b>	3.125" x 6"	2.875" x 5.75"
<b>7</b>	3.5" x 6.5"	3.25" x 6.25"



## Commercial



Standard correspondence and direct mail envelopes. Includes the Number 10.

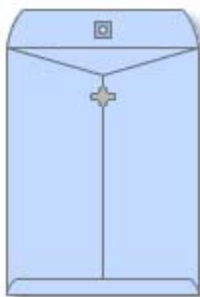
<b>TYPE</b>	<b>ENVELOPE (W x H)</b>	<b>ENCLOSURE (W x H)</b>
<b>5</b>	5.5" x 3.0625"	5.25" x 2.8125"
<b>6</b>	6" x 3.375"	5.75" x 3.125"
<b>6 1/4</b>	6" x 3.5"	5.75" x 3.25"
<b>6 1/2</b>	6.25" x 3.5625"	6" x 3.3125"
<b>7</b>	6.75" x 3.75"	6.5" x 3.5"



<b>7 1/2</b>	7.625" x 3.75"	7.375" x 3.5"
<b>7 3/4 Monarch</b>	7.5" x 3.875"	7.25" x 3.625"
<b>Data Card</b>	7.625" x 3.5"	7.375" x 3.25"
<b>8 5/8 Check</b>	8.625" x 3.625"	8.375" x 3.375"
<b>9</b>	8.875" x 3.875"	8.625" x 3.625"
<b>10</b>	9.5" x 4.125"	9.25" x 3.875"
<b>10 1/2</b>	9.5" x 4.5"	9.25" x 4.25"
<b>11</b>	10.375" x 4.5"	10.125" x 4.25"
<b>12</b>	11" x 4.75"	10.75" x 4.5"
<b>14</b>	11.5" x 5"	11.25" x 4.75"

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## Metal Clasp



Similar to catalog-style envelopes, but featuring a metal clasp for re-use.

<b>TYPE</b>	<b>ENVELOPE (W x H)</b>	<b>ENCLOSURE (W x H)</b>
<b>0</b>	2.5" x 4.25"	2.25" x 4"
<b>5</b>	3.125" x 5.5"	2.875" x 5.25"
<b>10</b>	3.375" x 6"	3.125" x 5.75"
<b>11</b>	4.5" x 10.375"	4.25" x 10.125"
<b>14</b>	5" x 11.5"	4.75" x 11.25"
<b>15</b>	4" x 6.375"	3.75" x 6.125"
<b>25</b>	4.625" x 6.75"	4.375" x 6.5"
<b>35</b>	5" x 7.5"	4.75" x 7.25"
<b>50</b>	5.5" x 8.25"	5.25" x 8"
<b>55</b>	6" x 9"	5.75" x 8.75"
<b>63</b>	6.5" x 9.5"	6.25" x 9.25"
<b>68</b>	7" x 10"	6.75" x 9.75"
<b>75</b>	7.5" x 10.5"	7.25" x 10.25"
<b>80</b>	8" x 11"	7.75" x 10.75"
<b>83</b>	8.5" x 11.5"	8.25" x 11.25"
<b>87</b>	8.75" x 11.25"	8.5" x 11"
<b>90</b>	9" x 12"	8.75" x 11.75"
<b>93</b>	9.5" x 12.5"	9.25" x 12.25"
<b>94</b>	9.25" x 14.5"	9" x 14.25"
<b>95</b>	10" x 12"	9.75" x 11.75"
<b>97</b>	10" x 13"	9.75" x 12.75"
<b>98</b>	10" x 15"	9.75" x 14.75"
<b>105</b>	11.5" x 14.5"	11.25" x 14.25"
<b>110</b>	12" x 15.5"	11.75" x 15.25"

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## Policy



Uses: Policies, bonds, mortgages, other legal documents, etc.

<b>TYPE</b>	<b>ENVELOPE (W x H)</b>	<b>ENCLOSURE (W x H)</b>
<b>9</b>	4" x 9"	3.75" x 8.75"
<b>10</b>	4.125" x 9.5"	3.875" x 9.25"
<b>11</b>	4.5" x 10.375"	4.25" x 10.125"
<b>12</b>	4.75" x 10.875"	4.5" x 10.625"
<b>14</b>	5" x 11.5"	4.75" x 11.25"



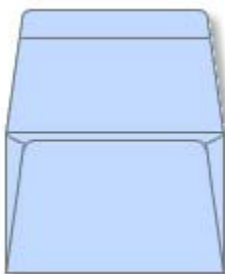

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## Remittance



Large flap available for messages or offers. Uses: Direct mail, coupons, applications, statements, etc.

TYPE	ENVELOPE (W x H)	ENCLOSURE (W x H)
6 1/4	6" x 3.5"	5.75" x 3.25"
6 1/2	6.25" x 3.5"	6" x 3.25"
6 3/4	6.5" x 3.625"	6.25" x 3.375"
9	8.875" x 3.875"	8.625" x 3.625"




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## Ticket



As the name suggests, used for tickets.

TYPE	ENVELOPE (W x H)	ENCLOSURE (W x H)
3	4.4375" x 1.3125"	4.1875" x 1.0625"



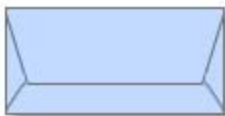

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## Wallet Flap



Uses: Statements or other documents that require the protection of a more durable envelope design.

TYPE	ENVELOPE (W x H)	ENCLOSURE (W x H)
10	9.5" x 4.125"	9.25" x 3.875"
11	10.375" x 4.5"	10.125" x 4.25"
12	11" x 4.75"	10.75" x 4.5"
14	11.5" x 5"	11.25" x 4.75"
16	12" x 6"	11.75" x 5.75"




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## Window



Enclosure's name and address are visible through the window via standardized window size and placement. Uses: Invoices, statements, paychecks, receipts, etc.

TYPE	ENVELOPE (W x H)	ENCLOSURE (W x H)
6 1/4	6" x 3.5"	5.75" x 3.25"
6 3/4	6.5" x 3.625"	6.25" x 3.325"



<b>7</b>		6.75" x 3.75"	6.5" x 3.5"
<b>7 3/4</b>	Monarch	7.5" x 3.875"	7.25" x 3.625"
<b>8 5/8</b>	Check	8.625" x 3.625"	8.375" x 3.375"
<b>9</b>		8.875" x 3.875"	8.625" x 3.625"
<b>10</b>		9.5" x 4.125"	9.25" x 3.875"
<b>11</b>		10.375" x 4.5"	10.125" x 4.25"
<b>12</b>		11" x 4.75"	10.75" x 4.5"
<b>14</b>		11.5" x 5"	11.25" x 4.75"

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**Questions or comments always welcome.**