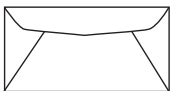


We have summarized standard envelope sizes for your convenience.

Commercial Envelopes

Used for personal and business correspondence including letters, statements, invoices, and for reply mail. These envelopes also can be ordered with standard diecut windows. Many number 10 envelopes are color matched as part of a letterhead package.



Name	Envelope Dimensions	Typical Enclosure Dimensions
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
7-3/4	3.875 x 7.5	3.75 x 7.25
9	3.875 x 8.875	3.75 x 8.625
10	4.125 x 9.5	4 x 9.25
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

Booklet Envelopes

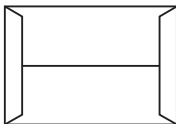
Also known as "open-sided" envelopes, booklet envelopes are used in high volume mailings because they are machine insertable. They can be ordered with a self-sealing option, and in durable synthetic papers.



Name	Envelope Dimensions	Typical Enclosure Dimensions
3	4.75 x 6.5	4.5 x 6
6-1/2	6 x 9	5.75 x 8.5
6-3/4	6.5 x 9.5	6.25 x 9
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
13	10 x 13	9.75 x 12.5

Catalog Envelopes

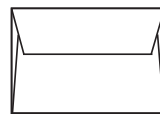
Constructed with a center seam which makes them more durable for mailing heavy-weight materials. Made for catalogs, large booklets and other heavy enclosures.



Name	Envelope Dimensions	Typical Enclosure Dimensions
1	6 x 9	5.75 x 8.5
1-3/4	6.5 x 9.5	6.25 x 9
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
12-1/2	9.5 x 12.5	9.25 x 12
13-1/2	10 x 13	9.75 x 12.5
14-1/2	11.5 x 14.5	11.25 x 14
15	10 x 15	9.75 x 14.5
15-1/2	12 x 15.5	11.75 x 15

"A" Envelopes

These envelopes have a square flap. Some have deckle edges. Because they are available in many colors and finishes with matching text and cover papers, they are good choices for announcements, informal invitations, booklets, and brochures.



Name	Envelope Dimensions	Typical Enclosure Dimensions
A-2	4.375 x 5.75	4.125 x 5.5
A-6	4.75 x 6.5	4.5 x 6.25
A-7	5.25 x 7.25	5.125 x 7
A-8	5.5 x 8.125	5.375 x 7.875
A-10	6 x 9.5	5.875 x 9.25
A-Long	3.875 x 8.875	3.75 x 8.625

Baronial Envelopes

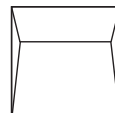
These envelopes have a pointed flap. Baronial envelopes and cards are used primarily for formal business purposes. Matching enclosures can be ordered with or without a raised border panel.



Name	Envelope Dimensions	Typical Enclosure Dimensions
4	3.625 x 5.125	3.375 x 4.875
5	4.125 x 5.5	3.875 x 5.25
5-1/2	4.375 x 5.75	4.125 x 5.5
6	4.75 x 6.5	4.625 x 6.25

Square Envelopes

These envelopes have a square flap, its side seam construction allows for printing uninterrupted by seams. A good choice for announcements, booklets, promotions.



Name	Envelope Dimensions	Typical Enclosure Dimensions
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
6.5	6.5 x 6.5	6.25 x 6.25
7	7 x 7	6.75 x 6.75
7.5	7.5 x 7.5	7.25 x 7.25
8	8 x 8	7.75 x 7.75
8.5	8.5 x 8.5	8.25 x 8.25
9	9 x 9	8.75 x 8.75
9.5	9.5 x 9.5	9.25 x 9.25
13.5	13.5 x 13.5	13.25 x 13.25