

Common Envelope Sizes



Commercial/Office:

For a host of business and personal correspondence purposes, i.e., letterheads, invoices, statements, writing stationery, direct marketing mailing, etc.

	<i>Envelope</i>	<i>Enclosure</i>
6¼	3½x 6	3¼x 5¾
6¾	3¾x 6½	3½x 6¼
8 ⁵ / ₈	3¾x 8 ⁵ / ₈	3½x 8 ³ / ₈
7	3¼x 6¾	3½x 6½
Monarch (7¾)	3½x 7½	3¼x 7¼
9	3¼x 8 ⁷ / ₈	3¼x 8 ⁵ / ₈
10	4½x 9½	4 x 9¼
11	4½x 10 ³ / ₈	4¼x 10½
12	4¾x 11	4½x 10¾
14	5 x 11½	4¾x 11¼



Square Flap:

Contemporary and elegant flap style adds a touch of elegance to any business correspondence. Particularly popular as part of an executive stationery set.

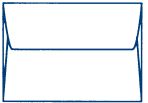
	<i>Envelope</i>	<i>Enclosure</i>
6¾	3¾x6½	3½x6¼
7¾	3¾x7½	3¼x7¼
9	3½x8 ⁷ / ₈	3¼x8 ⁵ / ₈
10	4½x9½	4 x9¼



Side-Seamed:

Features attractive styling with specially tapered sealing flap that adds a touch of visual impressiveness and prestige so essential to correspondence today.

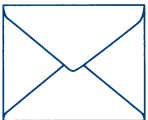
	<i>Envelope</i>	<i>Enclosure</i>
6¾	3¾x6½	3½x6¼
7¾	3¾x7½	3¼x7¼
9	3½x8 ⁷ / ₈	3¼x8 ⁵ / ₈
10	4½x9½	4 x9¼



A-Style:

For announcements, small booklets, brochures or promotional pieces, and more recently for distinctive business stationery. This style envelope is enhanced by the use of matching text paper.

	<i>Envelope</i>	<i>Enclosure</i>
A-2	4¾x5¾	4¾x5½
A-6	4¼x6½	4¾x6¾ ₁₆
A-7	5¼x7¼	5 x6 ⁷ / ₈
A-8	5½x8 ⁷ / ₈	5¼x7¾
A-Long	3½x8 ⁷ / ₈	3¼x8 ⁵ / ₈
A-10	6 x9½	5¼x9½

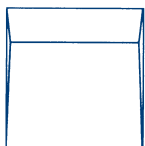


Business

Announcement:

With a pointed flap, for formal business announcements, invitations and changes of address.

	<i>Envelope</i>	<i>Enclosure</i>
Gladstone	3¾x5 ⁹ / ₁₆	3¾x5 ⁵ / ₈
4 Baronial	3¾x5 ⁵ / ₈	3½x4 ⁷ / ₈
Astor	3¾x5 ⁵ / ₈	3½x5 ⁵ / ₈
5 Baronial	4½x5 ⁵ / ₈	4 x5 ⁵ / ₈
5½ Baronial	4¾x5¾	4¼x5½
6 Baronial	4¾x6½	4¾x6¼
Lee	5¼x7¼	5½x7



Square: With square flaps, for announcements, booklets, promotions, etc.

Square-shaped envelopes require additional postage.

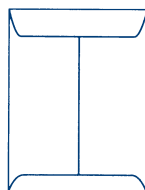
	<i>Envelope</i>	<i>Enclosure</i>
6½	6½x 6½	6¼x6¼
7	7 x 7	6¾x6¾
7½	7½x 7½	7¼x7¼
8	8 x 8	7¾x7¾
8½	8½x 8½	8¼x8¼
9	9 x 9	8¾x8¾
9½	9½x 9½	9¼x9¼
10	10 x10	9¾x9¾



Booklet: (Open side)

for annual reports, brochures, sales literature and a variety of printed material. Can be used in volume mailings processed by inserting and sealing equipment.

	<i>Envelope</i>	<i>Enclosure</i>
3	4¾x 6½	4¼x 6
5	5½x 8½	5¼x 7½
6	5¾x 8¾	5¼x 8¾
6½	6 x 9	5½x 8½
6¾	6 x 9½	5¾x 9
6¾	6½x 9½	6 x 9
7½	7½x10½	7 x10
9	8¾x11½	8½x11
9½	9 x12	8¾x11½
10	9½x12½	9 x12½
13	10 x13	9¾x12½



Catalog: (Open end) for catalogs, large booklets and other heavy enclosures usually inserted by hand.

	<i>Envelope</i>	<i>Enclosure</i>
Glove		
7	4 x 6¾	3¼x 5½
8	3½x 7½	3½x 7
Policy		
10	4½x 9½	3¾x 9
11	4½x10¾	4 x 9¾
14	5 x11½	4½x11
Scarf		
1	4½x 6¾	4¼x 6¼
3	5 x 7½	4¾x 7
4¼	5½x 7½	5 x 7
6	5½x 8¼	5¼x 7¾
Catalog		
1	6 x 9	5½x 8½
1¾	6½x 9½	6 x 9
3	7 x10	6½x 9½
6	7½x10½	7 x10
8	8¼x11¼	8 x10¾
9¾	8¾x11¼	8½x10¾
10½	9 x12	8¾x11½
12½	9½x12½	9¼x12
13½	10 x13	9¾x12½
14½	11½x14½	11 x14
15	10 x15	9½x14½
15½	12 x15½	11½x15