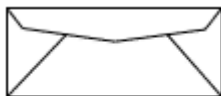


Envelopes are most commonly converted from the 'text' weight papers. Weight is important for many reasons. Thickness represents a nice quality and durability, but can also add to the weight of your mailing in which you may incur additional postage. It is important to determine the purpose of your project and potential weight of the complete mailing.

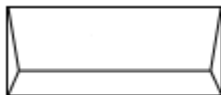
SIZES LISTED IN THIS CHART IS NOT A GUARANTEE OF PRODUCTS WE PROVIDE. THIS IS A GENERAL SIZE CHART.



**Commercial Flap**



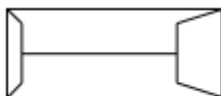
**Square Flap**



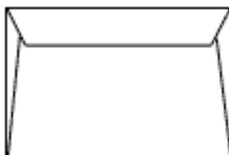
**Wallet Flap**



**Side Seam**



**Policy**



**Booklet**

### Business & Correspondence

Widely used for business and personal correspondence. Commercial and Side Seam flap styles are ideal for machine insertion. Wallet flaps provide a large area ideal for imprinting. Square flaps are contemporary, but not recommended for machine insertion.

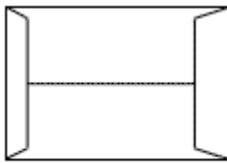
TYPE	SIZE	ENCLOSURE
6 1/4	3.5" x 6"	3.25" x 5.75"
6 3/4	3.625" x 6.5"	3.5" x 6.25"
8 5/8	3.625" x 8.625"	3.5" x 8.375"
7	3.75" x 6.75"	3.5" x 6.5"
Monarch (7 3/4)	3.875" x 7.5"	3.75" x 7.25"
9	3.875" x 8.875"	3.75" x 8.675"
9 (policy)	4" x 9"	3.75" x 8.5"
10	4.125" x 9.5"	4" x 9.25"
DL	4.313" x 8.625"	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"

### Booklet

This style is ideal for annual reports, brochures, sales materials, and more. The open side makes it acceptable for automatic insertion.

TYPE	SIZE	ENCLOSURE
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"

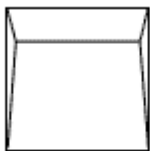


Catalog

### Catalog

Center seam makes this style more durable for mailing heavy-weight materials. These envelopes can not be processed through inserting equipment or run through a laser printer.

TYPE	SIZE	ENCLOSURE
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"
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"



Square

### Square

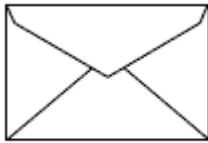
This unusual shape attracts attention to contents. *Square envelopes are nonstandard and require additional postage to mail.*

TYPE	SIZE	ENCLOSURE
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 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"

### Baronial

Deep pointed flap traditionally used for formal announcements and invitations. Not recommended for machine insertion.



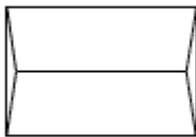
Baronial

TYPE	SIZE	ENCLOSURE
Professional*	2.125" x 3.625"	2" x 3.5"
#16 (Mrs.)*	2.375" x 3.375"	2.25" x 3.125"
#17 (Mr. & Mrs.)*	2.6875" x 3.6875"	2.5625" x 3.5625"
Gladstone*	3.563" x 5.562"	3.375" x 5.375"
4-Bar	3.625" x 5.125"	3.475" x 4.875"
5 1/2-Bar	4.375" x 5.75"	4.25" x 5.5"
6-Bar/Walton Outside	4.75" x 6.5"	4.625" x 6.25"
Lee	5.25" x 7.25"	5.125" x 7"
Linwood/Monona Inside	5.25" x 7.5"	5" x 7.25"
Monona Outside	5.5" x 7.75"	5.25" x 7.5"

\* This size is too small to mail.

### Announcement

Also called A-style, this contemporary design is idea for photographs, greeting cards, small booklets, and promotional pieces. Do not confuse the A-4 size with metric A4 paper, which fits into a DL size Commercial envelope.



Announcement

TYPE	SIZE	Enclosure
A-2	4.375" x 5.75"	4.25" x 5.5"
A-6	4.75" x 6.5"	4.625" x 6.25"
A-7	5.25" x 7.25"	5" x 7"
A-8	5.5" x 8.125"	5.25" x 7.75"
A-9	5.75" x 8.75"	5.5" x 8.625"
A-10	6" x 9.5"	5.75" x 9.25"

