

In-house vs. PRINT OUT envelope quantities

Here are most of the parameters we have established for in-house envelope printing. These are NOT set in stone, are subject to availability and capacity, and may change upon review.

Envelope Printing in house

- 2,000 is max for full flap envelopes. 6 ¾ size is more difficult to print than #9.
- 5,000 is max for 2-sided #10 envelopes
- 10,000 - 12,000 is max for regular envelope printing
- Canon is sometimes used for small runs (up to 1,000); anything with a photo; better quality; booklet envelopes (6x9, 6x9.5, #6 Booklet)
- 2,500 is the acceptable maximum for all booklet envelopes. Approximately 50% of the booklet envelopes we print in-house need to be done on the Canon due to coverage and quality issues with the Xante; printing on the Canon is much more labor-intensive than the Xante.
- Xante is the general envelope printer

We can revisit these parameters if the need arises, and as always, we can review any order to see if it can be handled in-house due to tight turnaround, etc.

Thank you!