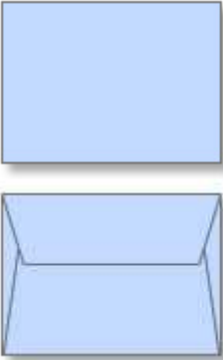



Envelope Guide



ANNOUNCEMENT

|  | 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" |
| Matched with text or cover paper. Optional deckle-edge flaps | | | |


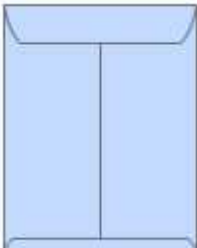
BARONIAL

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


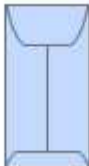
BOOKLET

|   | 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" |
| | 7 | 9.625" x 6.25" | 9.375" x 6" |
| | 7 1/4 | 10" x 7" | 9.75" x 6.75" |
| | 7 1/2 | 10.5" x 7.5" | 10.25" x 7.25" |
| | 8 | 11.125" x 8" | 10.875" x 7.75" |
| | 9 | 11.5" x 8.75" | 11.25" x 8.5" |
| | 9 1/2 | 12" x 9" | 11.75" x 8.75" |
| | 10 | 12.625" x 9.5" | 12.125" x 9.25" |
| | 13 | 13" x 10" | 12.75" x 9.75" |
| | Side opening enables complete coverage. Uses: Pamphlets, catalogs, folders, etc. | | |

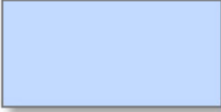

CATALOG

|   | TYPE | ENVELOPE (W x H) | ENCLOSURE (W x H) |
|---|---------------|------------------|-------------------|
| | 1 | 6" x 9" | 5.75" x 8.75" |
| | 1 3/4 | 6.5" x 9.5" | 6.25" x 9.25" |
| | 2 | 6.5" x 10" | 6.25" x 9.75" |
| | 3 | 7" x 10" | 6.75" x 9.75" |
| | 6 | 7.5" x 10.5" | 7.25" x 10.25" |
| | 7 | 8" x 11" | 7.75" x 10.75" |
| | 8 | 8.25" x 11.25" | 8" x 11" |
| | 9 1/2 | 8.5" x 10.5" | 8.25" x 10.25" |
| | 9 3/4 | 8.75" x 11.25" | 8.5" x 11" |
| | 10 | 9" x 12" | 8.75" x 11.75" |
| | 12 1/2 | 9.5" x 12.5" | 9.25" x 12.25" |
| | 13 | 10" x 13" | 9.75" x 12.75" |
| | 14 1/4 | 11.25" x 14.25" | 11" x 14" |
| | 14 1/2 | 11.25" x 14.5" | 11" x 14.25" |
| Document-sized envelopes. Uses: Catalogs magazines, folders, reports, etc. | | | |

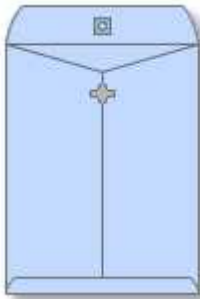
COIN

|   | TYPE | ENVELOPE (W x H) | ENCLOSURE (W x H) |
|---|--|------------------|-------------------|
| | 1 | 2.25" x 3.5" | 2" x 3.25" |
| | 3 | 2.5" x 4.25" | 2.25" x 4" |
| | 4 | 3" x 4.5" | 2.75" x 4.25" |
| | 4 1/2 | 3" x 4.875" | 2.75" x 4.625" |
| | 5 | 2.875" x 5.25" | 2.625" x 5" |
| | 5 1/2 | 3.125" x 5.5" | 2.875" x 5.25" |
| | 6 | 3.125" x 6" | 2.875" x 5.75" |
| | 7 | 3.5" x 6.5" | 3.25" x 6.25" |
| | Small envelopes. Uses: Coins, parts, etc. May not conform to minimum-size postal requirements. | | |

COMMERCIAL

|   | TYPE | ENVELOPE (W x H) | ENCLOSURE (W x H) |
|--|----------------------|------------------|-------------------|
| | 5 | 5.5" x 3.0625" | 5.25" x 2.8125" |
| | 6 | 6" x 3.375" | 5.75" x 3.125" |
| | 6 1/4 | 6" x 3.5" | 5.75" x 3.25" |
| | 6 1/2 | 6.25" x 3.5625" | 6" x 3.3125" |
| | 7 | 6.75" x 3.75" | 6.5" x 3.5" |
| | 7 1/2 | 7.625" x 3.75" | 7.375" x 3.5" |
| | 7 3/4 Monarch | 7.5" x 3.875" | 7.25" x 3.625" |
| | Data Card | 7.625" x 3.5" | 7.375" x 3.25" |
| | 8 5/8 Check | 8.625" x 3.625" | 8.375" x 3.375" |
| | 9 | 8.875" x 3.875" | 8.625" x 3.625" |
| | 10 | 9.5" x 4.125" | 9.25" x 3.875" |
| | 10 1/2 | 9.5" x 4.5" | 9.25" x 4.25" |
| | 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" |
| Standard correspondence and direct mail envelopes. Includes the Number 10. | | | |

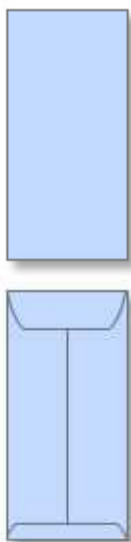
METAL CLASP



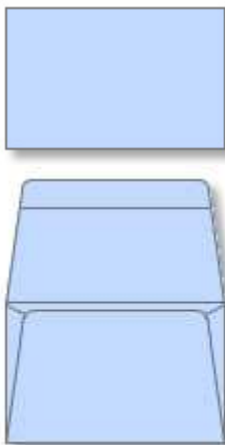
| TYPE | ENVELOPE (W x H) | ENCLOSURE (W x H) |
|------------|------------------|-------------------|
| 0 | 2.5" x 4.25" | 2.25" x 4" |
| 5 | 3.125" x 5.5" | 2.875" x 5.25" |
| 10 | 3.375" x 6" | 3.125" x 5.75" |
| 11 | 4.5" x 10.375" | 4.25" x 10.125" |
| 14 | 5" x 11.5" | 4.75" x 11.25" |
| 15 | 4"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

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

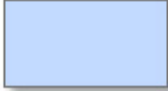

POLICY

|  | TYPE | ENVELOPE (W x H) | ENCLOSURE (W x H) |
|---|-----------|------------------|-------------------|
| | 9 | 4" x 9" | 3.75" x 8.75" |
| | 10 | 4.125" x 9.5" | 3.875" x 9.25" |
| | 11 | 4.5" x 10.375" | 4.25" x 10.125" |
| | 12 | 4.75" x 10.875" | 4.5" x 10.625" |
| | 14 | 5" x 11.5" | 4.75" x 11.25" |
| Uses: Policies, bonds, mortgages, other legal documents, etc. | | | |

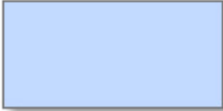
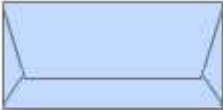
REMITTANCE

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



TICKET

|   | TYPE | ENVELOPE (W x H) | ENCLOSURE (W x H) |
|--|----------|-------------------|-------------------|
| | 3 | 4.4375" x 1.3125" | 4.1875" x 1.0625" |
| As the name suggests, used for tickets. | | | |

WALLET FLAP

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

WINDOW

|   | 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" |
| | 7 | 6.75" x 3.75" | 6.5" x 3.5" |
| | 7 3/4 Monarch | 7.5" x 3.875" | 7.25" x 3.625" |
| | 8 5/8 Check | 8.625" x 3.625" | 8.375" x 3.375" |
| | 9 | 8.875" x 3.875" | 8.625" x 3.625" |
| | 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" |
| <p>Enclosure's name and address are visible through the window via standardized window size and placement. Uses: Invoices, statements, paychecks, receipts, etc.</p> | | | |