

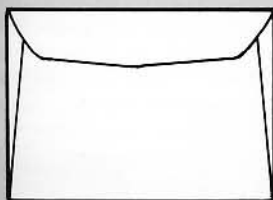
## ENVELOPES



### Commercial & Officials

Standard correspondence envelopes. Open-side style with gummed flaps. Made in a wide range of Bond and Kraft. Commercial sizes range from No. 5 to No. 6 3/4. Official sizes range from No. 7 to No. 14.

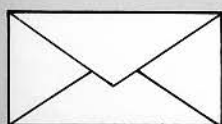
NO.	SIZE
5	3 1/8 x 5 1/2
6	3 3/8 x 6
6 1/4	3 1/2 x 6
6 1/2	3 5/8 x 6 1/2
6 3/4	3 5/8 x 6 1/2
7	3 3/4 x 6 3/4
7 1/2	3 3/4 x 7 1/2
7 3/4 (Monarch)	3 3/8 x 7 1/2
Data Card	3 1/2 x 7 3/8
8 1/2 (Check)	3 5/8 x 8 1/2
9	3 3/8 x 8 3/8
10	4 1/8 x 9 1/2
10 1/2	4 1/8 x 9 1/2
11	4 1/2 x 10 3/8
12	4 3/4 x 11
14	5 x 11 1/2



### Booklet

For use with booklets, folders and other types of direct mail. Open-side design permits overall printing.

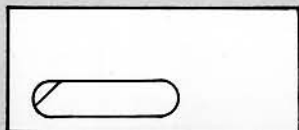
NO.	SIZE
2 1/2	4 1/2 x 5 1/4
3	4 3/4 x 6 1/2
4 1/4	5 x 7 1/2
5	5 1/2 x 8 1/2
6	5 3/4 x 8 3/4
6 1/2	6 x 9
6 3/4	6 1/2 x 9 1/2
7	6 1/4 x 9 3/4
7 1/4	7 x 10
7 1/2	7 1/2 x 10 1/2
8	8 x 11 1/8
9	8 3/4 x 11 1/2
9 1/2	9 x 12
10	9 1/2 x 12 3/8
13	10 x 13



### Ticket

Open-sided envelopes for theatre tickets. Often printed with advertising.

NO.	SIZE
3	11 15/16 x 4 7/16



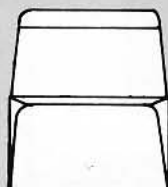
### Window

Permit name and address typed on the enclosure to show. Used for invoices, statements, checks, receipts, etc.

NO.	SIZE
6 1/4	3 1/2 x 6
6 1/2	3 5/8 x 6 1/2
7	3 3/4 x 6 3/4
7 3/4	3 3/8 x 7 1/2
8 1/2	3 5/8 x 8 1/2
9	3 3/8 x 8 3/8
10	4 1/8 x 9 1/2
11	4 1/2 x 10 3/8
12	4 3/4 x 11
14	5 x 11 1/2

### Window size and Position

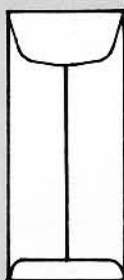
Window size 4 3/4" x 1 1/8" Position 7/8" from left, 5/8" from bottom. Size #8 1/2 is 5/8" from left, 13/16" from bottom.



### Remittance

Large flap can be printed to contain any message. Used for coupons, credit information, applications, statements, etc.

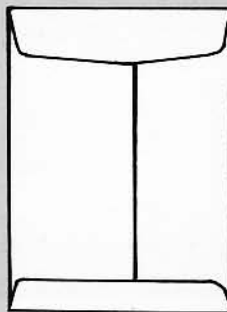
NO.	SIZE
6 1/4	3 1/2 x 6 (3 3/8" flap)
6 1/2	3 1/2 x 6 1/4 (3 3/8" flap)
6 3/4	3 5/8 x 6 1/2 (3 1/2" flap)
9	3 3/8 x 8 3/8



### Policy

Primarily used for insurance policies. Also used to hold bonds, mortgages and other legal papers.

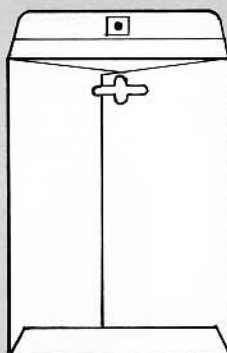
NO.	SIZE
9	4 x 9
10	4 1/8 x 9 1/2
11	4 1/2 x 10 3/8
12	4 3/4 x 10 3/8
14	5 x 11 1/2



### Catalog

Open-end style. Wide seams with heavy gummed flaps provide good protection for mail handling of catalogs, magazines, reports, etc.

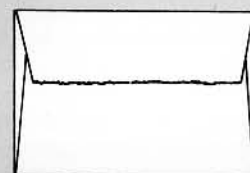
NO.	SIZE
1	6 x 9
1 1/4	6 1/2 x 9 1/2
3	7 x 10
6	7 1/2 x 10 1/2
7	8 x 11
8	8 1/4 x 11 1/4
9 1/4	8 3/4 x 11 1/4
10 1/2	9 x 12
12 1/2	9 1/2 x 12 1/2
13 1/2	10 x 13
14 1/4	11 1/4 x 14 1/4
14 1/2	11 1/2 x 14 1/2



### Metal Clasp

Strong and durable. Ideal for bulky papers.

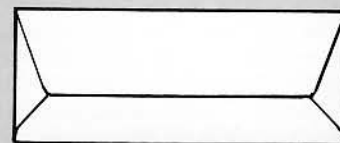
NO.	SIZE
0	2 1/2 x 4 1/4
5	3 3/8 x 5 1/2
10	3 3/8 x 6
11	4 1/2 x 10 3/8
14	5 x 11 1/2
15	4 x 6 3/8
25	4 3/8 x 6 3/4
35	5 x 7 1/2
50	5 1/2 x 8 1/4
55	6 x 9
63	6 1/2 x 9 1/2
68	7 x 10
75	7 1/2 x 10
80	8 x 11
83	8 1/2 x 11 1/2
87	8 3/4 x 11 1/4
90	9 x 12
93	9 1/2 x 12 1/2
94	9 1/4 x 14 1/2
95	10 x 12
97	10 x 13
98	10 x 15
105	12 x 15 1/2



### Announcement Text

Made for use with a wide range of matching text and cover papers. Many have deckle edge flaps.

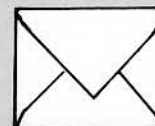
NO.	SIZE
A-2	4 3/8 x 5 3/4
A-6	4 3/4 x 6 1/2
A-7	5 1/4 x 7 1/4
A-8	5 1/2 x 8 1/8
A-10	6 x 9 1/2
Slim	3 3/8 x 8 3/8



### Wallet Flap

Deep flap and heavy weight paper for bulky correspondence. Much stronger than standard Commercial envelopes.

NO.	SIZE
10	4 1/8 x 9 1/2
11	4 1/2 x 10 3/8
12	4 3/4 x 11
14	5 x 11 1/2
16	6 x 12

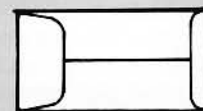


### Baronial

Formal envelopes with deep pointed flap. Widely used for invitations, announcements, greeting and social cards.

NO.	SIZE
5	4 1/8 x 5 3/8
5 1/4	4 1/4 x 5 1/4
5 1/2	4 3/8 x 5 3/8
6	5 x 6 1/4

NOTE: Sizes vary according to manufacturer. Be sure to check with your local supplier for available sizes before designing announcements.



### Coin

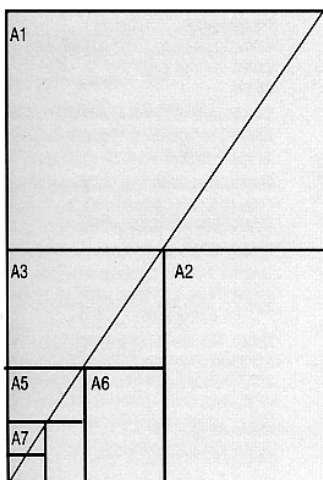
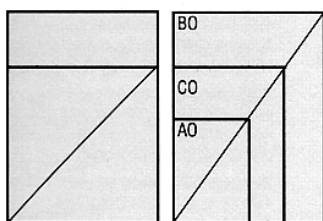
Used for paper currency as well as coins by banks and individual companies.

NO.	SIZE
1	2 1/4 x 3 1/2
3	3 1/2 x 4 1/4
4	3 x 4 1/2
4 1/2	3 x 4 7/8
5	2 7/8 x 5 1/4
5 1/2	3 1/8 x 5 1/2
6	3 1/8 x 6

# INTERNATIONAL ISO (Metric) PAPER SIZES

International paper sizes – also known as ISO (International Standards Organization) and metric sizes are widely used in metric countries. ISO standards are based on a rectangle whose sides have a ratio of 1 to the square root of 1 – (1:1.414). No matter how many times a sheet of these proportions is halved, the proportions are constant.

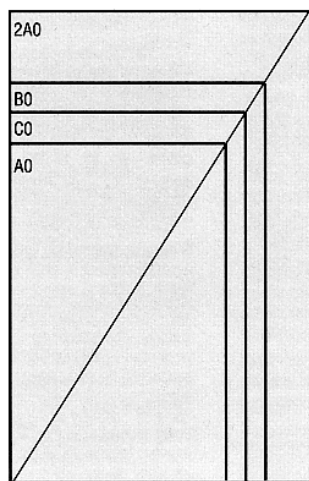
The three ISO series are designated A, B and C. The A series is for general printed matter including stationary and publications. The B series is primarily for posters, wall charts, fine art reproductions and similar items. The C series is for envelopes.



Each size of each series is given the suffix 0 (zero – A0, B0 and C0). Each smaller size of a series (A1, A2, A3, etc.) is equal to half of the area of the preceding page size. If the shorter side is doubled or the longer side halved, the resulting proportions are still the same.

The basic standard sheet: A0 Measures 841 x 1189 mm (33.1 x 46.8 inches) and has an area of one square meter. Each number after the series initial A indicates a halving of the previous (larger) area. Thus A1 (594 x 841 mm) is half of A0. The A2 (420 x 594 mm) is one quarter of A0, and A3 (297 x 420) mm is an eighth of the A0 area.

Sizes larger than A0 retain the same proportions and a designated numeral is prefixed to the letter. Thus 2A0 indicates a sheet twice as large as A0 (1189 x 1682 mm).



SIZE	IN MILLI-METERS	APPROX. INCHES
4A0	1682 x 2378	66 1/4 x 93 3/8
2A0	1189 x 1682	25 1/2 x 36 1/8
A0	841 x 1189	33 1/8 x 46 3/8
A1	594 x 841	23 3/8 x 33 1/8
A2	420 x 594	16 1/2 x 23 3/8
A3	297 x 420	11 3/4 x 16 1/2
A4	210 x 297	8 1/4 x 11 3/4
A5	148 x 210	5 7/8 x 8 1/4
A6	105 x 148	4 1/8 x 5 7/8
A7	74 x 105	2 7/8 x 4 1/8
A8	52 x 74	2 x 2 7/8
A9	37 x 52	1 1/2 x 2
A10	26 x 37	1 x 1 1/2

All of the above are trimmed sizes. The series below prefixed R is for normal trims. The series designated SR is for bleed work or extra trims.

SIZE	IN MILLI-METERS	APPROX. INCHES
RA0	860 x 1220	33 7/8 x 48 1/8
RA1	610 x 860	24 1/8 x 33 7/8
RA2	430 x 610	17 x 24
SRA0	900 x 128	35 1/2 x 50 3/8
SRA1	640 x 900	25 1/4 x 35 1/2
SRA2	450 x 640	17 3/4 x 25 1/4

The B series is about half way between two A sizes. It is intended as an alternative to the A series, used primarily for posters, wall charts and pieces where the difference in size of the larger sheets represents too large a jump. The basic B size is 1000 x 1414 mm:

SIZE	IN MILLI-METERS	APPROX. INCHES
B0	1000 x 1414	39 3/8 x 55 5/8
B1	707 x 1000	27 7/8 x 39 3/8
B2	500 x 707	19 3/4 x 27 7/8
B3	353 x 500	12 3/4 x 19 3/4
B4	250 x 353	9 3/4 x 12 3/4
B5	176 x 250	7 x 9 3/4
B6	125 x 176	5 x 7
B7	88 x 125	3 1/2 x 5
B8	62 x 88	2 1/2 x 3 1/2
B9	44 x 62	1 3/4 x 2 1/2
B10	31 x 44	1 1/4 x 1 3/4

The C series is used for folders, post cards, and most importantly, for envelopes. The C series of envelope sizes is suitable for insertion of A series sizes, either flat or folded. A C6 envelope will take an A6 sheet flat, an A5 folded once, or an A4 sheet folded twice.

SIZE	IN MILLI-METERS	APPROX. INCHES
C0	917 x 1297	36 1/8 x 51
C1	648 x 917	25 1/2 x 36 1/8
C2	458 x 648	18 x 25
C3	324 x 458	12 3/4 x 18
C4	229 x 324	9 x 12 1/2
C5	162 x 229	6 3/8 x 9
C6	114 x 162	4 1/2 x 6 3/8
C7	81 x 114	3 1/4 x 4 1/2
C8	57 x 81	2 1/4 x 3 1/4

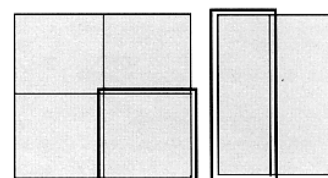
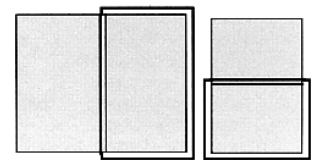
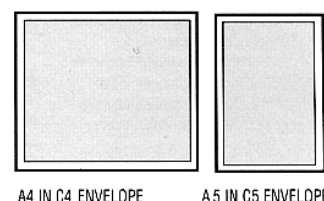
The full list of ISO envelope sizes is shown below. One exception is designated DL (CIN Lang). All are from the B or C sheet sizes.

## International Envelope Sizes

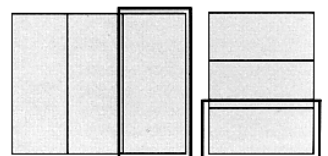
C3	324 x 458 mm
B4	250 x 353 mm
C4	229 x 324 mm
B5	176 x 250 mm
C5	162 x 229 mm
B6/C4	125 x 324 mm
B6	125 x 176 mm
C6	114 x 162 mm
C7/6	81 x 162 mm
C7	81 x 114 mm

To meet Universal Postal Union specifications, envelopes should be:

1. At least 3 1/2" x 5 1/2" (90 x 140mm), and not larger than 4 3/4" x 9 1/4" (120 x 235 mm).
2. Oblong in shape with the longer side at least 1:414 times the shorter side.



A4 FOLDED TWICE IN C6 ENVELOPE A5 FOLDED ONCE IN DL ENVELOPE



A4 FOLDED TWICE IN DL ENVELOPE A5 FOLDED TWICE IN C7/6 ENVELOPE

## Substance/Basis Weight/Grammage

The terms Substance, Basis Weight and Ream Weight are all used to define the weight in pounds of a ream of paper cut to a given size.

The metric system standardizes a ream at 500 sheets and measures basis weight on per unit basis. The area is standardized to a sheet having one square meter (A size) and the weight is expressed in grams. The term grammage, or GM<sup>2</sup> is used to define the basis weight of all grades of paper. This simplifies comparing basis weights of any grade of paper of the same caliper with any other grade since both are measured on the same basic unit of

area. The standard area for calculating grammage is one square meter (the area of an A sheet). An A0 sheet of paper with grammage of 40 g/m<sup>2</sup> will weigh 40 grams. An A1 sheet of the same paper will weigh 20 grams (20 g/m<sup>2</sup>).

The metric system, expressing weight per unit in grams per square meter (g/m<sup>2</sup>) is the preferred system for TAPPI (Technical Association of the Pulp and Paper Industry).

The table below is for converting weights in pounds of some customary trade sizes of 500 sheet reams (T) to grams per square meter (M).

## Ream Weight Conversion Factors

Kind of paper	Trade size	A M to T	B T to M
Writing and Printing (Demy size)	17" x 22"	0.266	3.760
Cover	17 1/2" x 22 1/2"	0.280	3.571
Tissue (Double Crown size)	20" x 26"	0.370	2.704
Cardboard	20" x 30"	0.427	2.343
Bristol and Tag	22" x 28"	0.438	2.282
News and Wrapping	22 1/2" x 28 1/2"	0.456	2.1951
Book	24" x 36"	0.614	1.627
(Former TAPPI standard)	25" x 38"	0.675	1.480
Paperboard	25" x 40"	0.711	1.406
	1000 ft <sup>2</sup>	0.205	4.831