

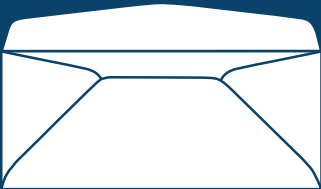
THE ins&outs OF envelopes

Lindenmeyr Munroe

COMMERCIAL

PERFECT FOR: DIRECT MAIL, INVOICES, LETTERHEAD, STATEMENTS, STATIONERY

With an opening along the top, diagonal seams, and a commercial-style flap, **Commercial** envelopes are the classic choice for business and personal correspondence. The construction of this envelope allows it to be processed by inserting and sealing equipment, making it not only a classic choice, but an efficient one as well.



SIZE CHART

TYPE	SIZE
5	3 1/16 x 5 1/2
6 1/4	3 1/2 x 6
6 3/4	3 5/8 x 6 1/2
8 5/8	3 5/8 x 8 5/8
7	3 3/4 x 6 3/4
7 3/4	3 7/8 x 7 1/2
Monarch	3 7/8 x 7 1/2
9	3 7/8 x 8 7/8
10	4 1/8 x 9 1/2
12	4 3/4 x 11
14	5 x 11 1/2
16	6 x 12

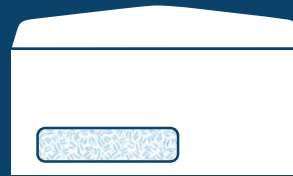
*10 is the standard for U.S. business correspondence

VARIATIONS



SIMPLE SEAL

The **simple seal** envelope has self-adhering latex surfaces on the top flap and on the underside of the bottom flap. When the bottom flap is unfolded, and the top flap is pressed down, the flaps seal together.



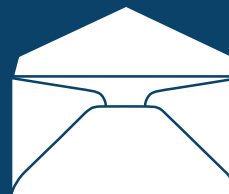
WINDOW / BLUE CONFETTI TINT

Add security with **confetti tint** printed on the inside or allow the name and address to show through on the enclosure with a **window** envelope.



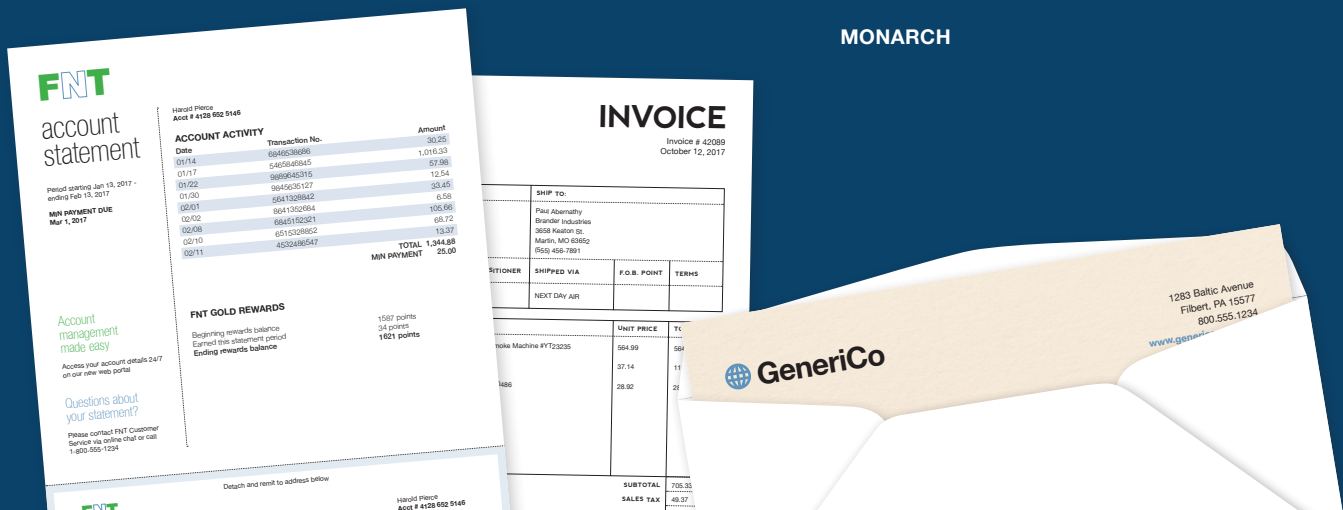
REMITTANCE / SIDE SEAM

Constructed with an opening along the top, side seams, and a large flap, the **remittance** envelope is the ideal choice if you are in need of a return envelope. Print your form on the inside flap or back to collect the recipient's information.



MONARCH

The **monarch** envelope has diagonal seams and a triangular flap on its open side.



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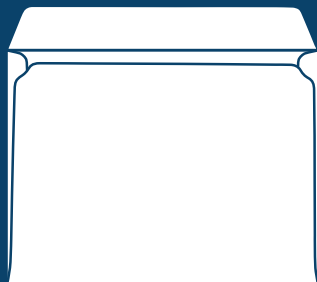
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BOOKLET

PERFECT FOR: ANNUAL REPORTS, BROCHURES,
SALES LITERATURE

The open side, square flap and side seam construction make **Booklet** envelopes ideal for volume mailings processed by inserting and sealing equipment.

The construction of this envelope provides large uninterrupted areas on the back and front, making it a great choice when you're looking to do extensive printing.



SIZE CHART

TYPE	SIZE
1	3 ¼ x 6 ¾
2	4 x 5 ⅝
2 ½	4 ½ x 5 ⅞
3	4 ¾ x 6 ½
4 ½	5 ½ x 7 ½
5	5 ½ x 8 ⅞
6	5 ¾ x 8 ⅞
6 ½	6 x 9
6 ⅝	6 x 9 ½
6 ¾	6 ½ x 9 ½
7 ¼	7 x 10
7 ½	7 ½ x 10 ½
9	8 ¾ x 11 ½
9 ½	9 x 12
10	9 ½ x 12 ⅝
13	10 x 13



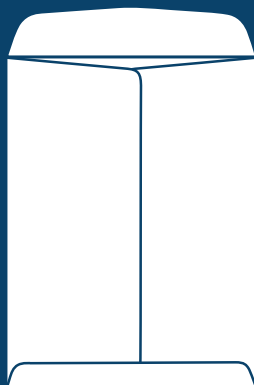
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CATALOG

PERFECT FOR: ANNUAL REPORTS, CATALOGS, MAGAZINES, SALES LITERATURE

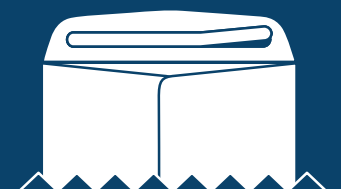
With an open end, center seam construction, and heavily gummed flaps, the **Catalog** envelope's structure provides added support for large mailings. These envelopes are not to be used with inserting and sealing equipment or a laser printer.



SIZE CHART

TYPE	SIZE
8 Glove	3 7/8 x 5 1/2
7 Glove	4 x 6 3/8
9 Policy	4 x 9
10 Policy	4 1/8 x 9 1/2
11 Policy	4 1/2 x 10 3/8
14 Policy	5 x 11 1/2
1 Scarf	4 5/8 x 6 3/4
3 Scarf	5 x 7 1/2
4 1/4 Scarf	5 1/2 x 7 1/2
6 Scarf	5 1/2 x 8 1/4
1 Catalog	6 x 9
1 3/4 Catalog	6 1/2 x 9 1/2
3 Catalog	7 x 10
6 Catalog	7 1/2 x 10 1/2
8 Catalog	8 1/4 x 11 1/4
9 3/4 Catalog	8 3/4 x 11 1/4
10 1/2 Catalog	9 x 12
12 1/2 Catalog	9 1/2 x 12 1/2
13 1/2 Catalog	10 x 13
15 Catalog	10 x 15
14 1/2 Catalog	11 1/2 x 14 1/2
15 1/2 Catalog	12 x 15 1/2

PEEL & SEAL VARIATION

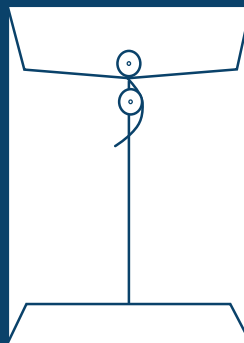


In lieu of a gummed flap, the **Peel & Seal** Catalog has a release tape liner, which is placed on top of an adhesive. Once the tape liner is peeled off, the flap is to be pressed down to seal the envelope.

CLASP/STRING & BUTTON

PERFECT FOR: CATALOGS, BOOKLETS, OTHER LARGE DOCUMENTS

Similar to the **Catalog** envelope, but with added security-reinforced eyelets and a two-prong metal clasp or a string button closure.



SIZE CHART

TYPE	SIZE
5	3 1/8 x 5 1/2
10	3 3/8 x 6
15	4 x 6 3/8
11	4 1/2 x 10 3/8
25	4 5/8 x 6 3/4
35	5 x 7 1/2
14	5 x 11 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 1/2
80	8 x 11
83	8 1/2 x 11 1/2
87	8 3/4 x 11 1/4
90	9 x 12 1/2
94	9 1/4 x 14 1/2
93	9 1/2 x 12 1/2
95	10 x 12
97	10 x 13
98	10 x 15
105	11 1/2 x 14 1/2
110	12 x 15 1/2



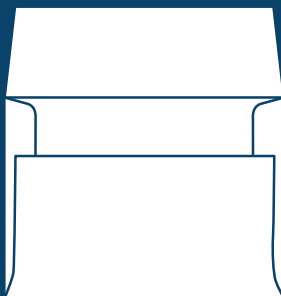
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ANNOUNCEMENT

PERFECT FOR: BUSINESS STATIONERY, INVITATIONS, NOTECARDS, PROMOTIONAL PIECES, SMALL BOOKLETS

With a contemporary square flap and side seam construction, the **Announcement** envelope provides a unique presentation and premium look for your next social or business mailing.



SIZE CHART

TYPE	SIZE
A1	3 $\frac{5}{8}$ x 5 $\frac{1}{8}$
A2	4 $\frac{3}{8}$ x 5 $\frac{3}{4}$
A6	4 $\frac{3}{4}$ x 6 $\frac{1}{2}$
A7	5 $\frac{1}{4}$ x 7 $\frac{1}{4}$
A8	5 $\frac{1}{2}$ x 8 $\frac{1}{8}$
A9	5 $\frac{3}{4}$ x 8 $\frac{3}{4}$
A10	6 x 9 $\frac{1}{2}$
Slimline	3 $\frac{7}{8}$ x 8 $\frac{7}{8}$

BARONIAL

PERFECT FOR: ANNOUNCEMENTS, BUSINESS STATIONERY, GREETING CARDS, INVITATIONS

The **Baronial** envelope's diagonal seams and pointed flaps create a traditional look and feel, making it versatile and ideal for any social or business correspondence.



SIZE CHART

TYPE	SIZE
4 Bar	3 $\frac{5}{8}$ x 5 $\frac{1}{4}$
5 Bar	4 $\frac{1}{8}$ x 5 $\frac{1}{2}$
5 $\frac{1}{2}$ Bar	4 $\frac{3}{8}$ x 5 $\frac{3}{4}$
6 Bar	4 $\frac{3}{4}$ x 6 $\frac{1}{2}$
4 Card	3 $\frac{1}{2}$ x 4 $\frac{7}{8}$
5 Card	4 x 5 $\frac{5}{8}$
5 $\frac{1}{2}$ Card	4 $\frac{1}{4}$ x 5 $\frac{1}{4}$
6 Card	4 $\frac{5}{8}$ x 6 $\frac{1}{4}$
Lee	5 $\frac{1}{4}$ x 7 $\frac{1}{4}$
Lee Card	5 $\frac{1}{8}$ x 7

MACHINE INSERTABLE VARIATION

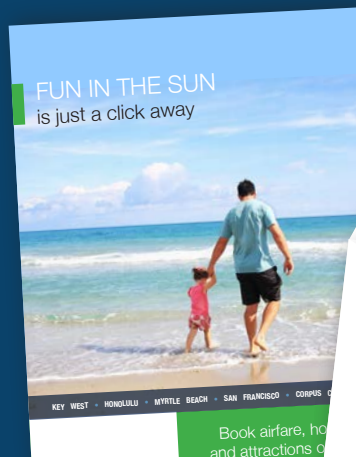


Constructed similarly to the traditional A-style, the **Machine Insertable** A-style envelope has a noticeably shorter flap, which allows it to run through inserting and sealing equipment.

DID YOU KNOW?

Although the **A-style** and **Baronial** envelope have different flaps and seams, they share a few common sizes. See the product comparison chart below for the envelope equivalents and the ideal card size for each type.

TYPE	SIZE	EQUIVALENT	CARD SIZE
A2	4 $\frac{3}{8}$ x 5 $\frac{3}{4}$	5 $\frac{1}{2}$ Bar	4 $\frac{1}{4}$ x 5 $\frac{1}{2}$
A6	4 $\frac{3}{4}$ x 6 $\frac{1}{2}$	6 Bar	4 $\frac{1}{2}$ x 6 $\frac{1}{4}$
A7	5 $\frac{1}{4}$ x 7 $\frac{1}{4}$	Lee	5 $\frac{1}{8}$ x 7



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SQUARE

PERFECT FOR: ANNOUNCEMENTS, GREETING CARDS, INVITATIONS

Constructed with side seams and a square flap, the **Square** envelope's modern presentation provides your mailings with a premium and distinguished look. Due to the size of the square envelope, additional postage may be required. Always consult with your Postal office representative.



SIZE CHART

TYPE	SIZE
5.5 Square	5 1/2 x 5 1/2
6 Square	6 x 6
6.5 Square	6 1/2 x 6 1/2
7.5 Square	7 1/2 x 7 1/2
8.5 Square	8 1/2 x 8 1/2

COIN

PERFECT FOR: CURRENCY, SMALL PARTS

The **coin** envelope may be small, but its open end, center seam, and heavily gummed flap construction provide strength and security, allowing small items and coins to remain safe when storing or shipping.



SIZE CHART

TYPE	SIZE
00	1 11/16 x 2 3/4
1	2 1/4 x 3 1/2
3	2 1/2 x 4 1/4
5	2 7/8 x 5 1/2
4	3 x 4 1/2
4 1/2	3 x 4 7/8
5 1/2	3 1/8 x 5 1/2
6	3 3/8 x 6
7	3 1/2 x 6 1/2

