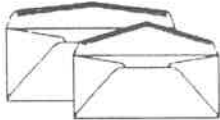


ENVELOPE STYLES AND SIZES

COMMERCIAL/OFFICIAL



Commercial/Official Envelopes are normally produced from a variety of paper grades, ranging from white wove and brown kraft commodity to many proprietary grades of premium writing and text papers. These styles are suitable for a host of business and personal correspondence purposes (i.e., letterheads, invoices, statements, stationery, direct marketing mailing, etc.).

Diagonal Seam Commercial Flap

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
Monarch	3 ⁷ / ₈ x 7 ¹ / ₂
7 ³ / ₄	3 ⁷ / ₈ x 7 ¹ / ₂
9	3 ⁷ / ₈ x 8 ⁷ / ₈
10	4 ¹ / ₈ x 9 ¹ / ₂
11	4 ¹ / ₂ x 10 ³ / ₈
12	4 ¹ / ₄ x 11
14	5 x 11 ¹ / ₂

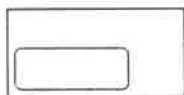
Side Seam Commercial Flap

6 ³ / ₄	3 ⁵ / ₈ x 6 ¹ / ₂
7 ³ / ₄	3 ⁷ / ₈ x 7 ¹ / ₂
9	3 ⁷ / ₈ x 8 ⁷ / ₈
10	4 ¹ / ₈ x 9 ¹ / ₂

Side Seam Square Flap

7 ³ / ₄	3 ⁷ / ₈ x 7 ¹ / ₂
9	3 ⁷ / ₈ x 8 ⁷ / ₈
10	4 ¹ / ₈ x 9 ¹ / ₂

WINDOW



Modern window envelopes may be used for a variety of applications.

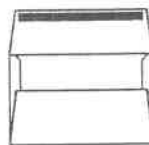
Standard Windows are rectangular with slightly rounded corners. Special window sizes and styles are also available.

Window patch materials used are: Poly, Cello and Glassine.

Please note: standard Poly and Cello material is not recommended for use in applications involving intense heat.

6 ¹ / ₄	3 ⁹ / ₁₆ x 6
6 ³ / ₄	3 ⁵ / ₈ x 6 ¹ / ₂
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
Check	3 ⁵ / ₈ x 8 ³ / ₄
8 ¹ / ₄	3 ⁵ / ₈ x 8 ³ / ₄
9	3 ⁷ / ₈ x 8 ⁷ / 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

A-STYLE SQUARE FLAP ANNOUNCEMENTS



For use with announcements, small booklets, brochures or promotional pieces, and more recently for distinctive business stationery. This style envelope is enhanced by the use of text paper.

E	Envelope Size
S	Single Card
N	Narrowfold Card
B	Broadfold Card
F	French Fold Sheet

A-2

E	4 ¹ / ₈ x 5 ³ / ₄
S	4 ¹ / ₄ x 5 ¹ / ₂
N	4 ¹ / ₄ x 11
B	5 ¹ / ₂ x 8 ¹ / ₂
F	8 ¹ / ₂ x 11

ENVELOPE STYLES AND SIZES

A-6

E	4 $\frac{1}{4}$ x 6 $\frac{1}{2}$
S	4 $\frac{5}{8}$ x 6 $\frac{1}{4}$
N	4 $\frac{1}{2}$ x 12 $\frac{1}{2}$
B	6 $\frac{1}{4}$ x 9
F	9 x 12 $\frac{1}{2}$

A-7

E	5 $\frac{1}{4}$ x 7 $\frac{1}{4}$
S	5 $\frac{1}{8}$ x 7
N	5 x 14
B	7 x 10
F	10 x 14

A-8

E	5 $\frac{1}{2}$ x 8 $\frac{1}{8}$
S	5 $\frac{3}{8}$ x 7 $\frac{1}{8}$
N	5 $\frac{1}{4}$ x 15 $\frac{1}{2}$
B	7 $\frac{3}{4}$ x 10 $\frac{1}{2}$
F	10 $\frac{1}{2}$ x 15 $\frac{1}{2}$

A-10

E	6 x 9 $\frac{1}{2}$
S	5 $\frac{7}{8}$ x 9 $\frac{1}{4}$
N	5 $\frac{3}{4}$ x 18 $\frac{1}{2}$
B	9 $\frac{1}{4}$ x 11 $\frac{1}{2}$
F	11 $\frac{1}{2}$ x 18 $\frac{1}{2}$

Slimline

E	3 $\frac{7}{8}$ x 8 $\frac{7}{8}$
S	3 $\frac{3}{4}$ x 8 $\frac{5}{8}$
N	3 $\frac{3}{4}$ x 17 $\frac{1}{4}$
B	8 $\frac{5}{8}$ x 7 $\frac{1}{2}$
F	7 $\frac{1}{2}$ x 17 $\frac{1}{4}$

SQUARE STYLE

5 x 5	7 $\frac{1}{2}$ x 7 $\frac{1}{2}$
5 $\frac{1}{2}$ x 5 $\frac{1}{2}$	8 x 8
6 x 6	8 $\frac{1}{2}$ x 8 $\frac{1}{2}$
6 $\frac{1}{2}$ x 6 $\frac{1}{2}$	9 x 9
7 x 7	9 $\frac{1}{2}$ x 9 $\frac{1}{2}$

BARONIAL POINTED FLAP DIAGONAL SEAM ANNOUNCEMENT



Traditional announcements are manufactured from white and ivory shades of papeterie papers; however, they are also available in colors and finishes.

E	Envelope Size
C	Card Size
F	Folder Size
P	Panel Margin

4 Baronial

E	3 $\frac{5}{8}$ x 5 $\frac{1}{8}$
C	3 $\frac{1}{2}$ x 4 $\frac{7}{8}$
F	4 $\frac{7}{8}$ x 7
P	$\frac{1}{2}$

5 Baronial

E	4 $\frac{1}{8}$ x 5 $\frac{1}{2}$
C	4 x 5 $\frac{1}{4}$

5 $\frac{1}{2}$ Baronial

E	4 $\frac{3}{8}$ x 5 $\frac{3}{4}$
C	4 $\frac{1}{4}$ x 5 $\frac{1}{2}$
F	5 $\frac{1}{2}$ x 8 $\frac{1}{2}$
P	$\frac{1}{2}$

6 Baronial

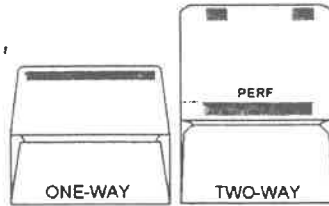
E	4 $\frac{3}{4}$ x 6 $\frac{1}{2}$
C	4 $\frac{5}{8}$ x 6 $\frac{1}{4}$
F	5 $\frac{7}{8}$ x 8 $\frac{7}{8}$
P	5/8

Lee

E	5 $\frac{1}{4}$ x 7 $\frac{1}{4}$
C	5 $\frac{1}{8}$ x 7
F	6 $\frac{5}{8}$ x 10
P	$\frac{5}{8}$

ENVELOPE STYLES AND SIZES

REMITTANCE ENVELOPES



A collection of envelopes with a large printing surface. Ideal for mail order and general remittance applications.

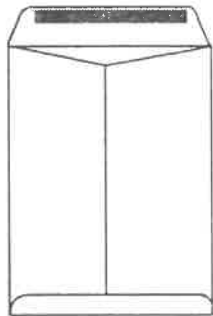
One-way

6 ¹ / ₄	3 ¹ / ₂ x 6
6 ¹ / ₂	3 ¹ / ₂ x 6 ¹ / ₄
6 ³ / ₄	3 ⁵ / ₈ x 6 ¹ / ₂
9	3 ⁷ / ₈ x 8 ⁷ / ₈
10	4 ¹ / ₈ x 9 ¹ / ₂

Two-way

6 ¹ / ₂	3 ¹ / ₂ x 6 ¹ / ₄
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CATALOG, GLOVE & POLICY

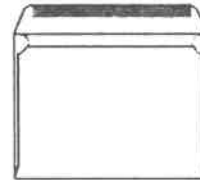


Although commonly produced and stocked with a center and bottom seam, it can also be supplied with a single side and bottom seam special order.

7 Glove	4 x 6 ³ / ₈
8 Glove	3 ⁷ / ₈ x 7 ¹ / ₂
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 8 ¹ / ₄
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
14 ¹ / ₂ Catalog	11 ¹ / ₂ x 14 ¹ / ₂
15 Catalog	10 x 15
15 ¹ / ₂ Catalog	12 x 15 ¹ / ₂

BOOKLET



These envelopes are traditionally produced from white wove and brown kraft paper. Booklet envelopes, printed with a first class mail, green diamond border are available. These envelopes can be supplied with a variety of window sizes.

Open Side/Side Seam

3 Booklet	4 ³ / ₄ x 6 ¹ / ₂
5 Booklet	5 ¹ / ₂ x 8 ¹ / ₈
6 Booklet	5 ³ / ₄ x 8 ⁷ / ₈
6 ¹ / ₂ Booklet	6 x 9
6 ⁵ / ₈ Booklet	6 x 9 ¹ / ₂
6 ³ / ₄ Booklet	6 ¹ / ₂ x 9 ¹ / ₂
7 Booklet	6 ¹ / ₄ x 9 ⁵ / ₈
7 ¹ / ₄ Booklet	7 x 10
7 ¹ / ₂ Booklet	7 ¹ / ₂ x 10 ¹ / ₂
9 Booklet	8 ³ / ₄ x 11 ¹ / ₂
9 ¹ / ₂ Booklet	9 x 12
10 Booklet	9 ¹ / ₂ x 12 ⁵ / ₈
10 ³ / ₄ Booklet	10 x 13

ENVELOPE STYLES AND SIZES

CLASP

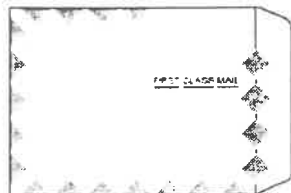


Clasp envelopes are made from rugged, heavy duty kraft or manila stock; they have rust-resistant metal clasps, strong reinforced holes, and heavily gummed flaps.

Open End/Center Seam

No. 5	3 ¹ / ₈ x 5 ¹ / ₂
No. 10	3 ³ / ₈ x 6
No. 15	4 x 6 ³ / ₈
No. 11	4 ¹ / ₂ x 10 ³ / ₈
No. 25	4 ⁵ / ₈ x 6 ³ / ₄
No. 35	5 x 7 ¹ / ₂
No. 14	5 x 11 ¹ / ₂
No. 50	5 ¹ / ₂ x 8 ¹ / ₂
No. 55	6 x 9
No. 63	6 ¹ / ₂ x 9 ¹ / ₂
No. 68	7 x 10
No. 75	7 ¹ / ₂ x 10 ¹ / ₂
No. 83	8 ¹ / ₂ x 11 ¹ / ₂
No. 87	8 ³ / ₄ x 11 ¹ / ₄
No. 90	9 x 12
No. 93	9 ¹ / ₂ x 12 ¹ / ₂
No. 94	9 ¹ / ₄ x 14 ¹ / ₂
No. 95	10 x 12
No. 97	10 x 13
No. 98	10 x 15
No. 105	11 ¹ / ₂ x 14 ¹ / ₂
No. 110	12 x 15 ¹ / ₂

FIRST CLASS

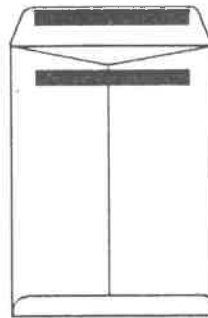


The catalog style envelopes may be supplied with a first class green diamond border, which expedites postal handling.

Open End/Center Seam

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

LATEX SEAL



These envelopes are produced with two strips of pressure sensitive activated latex adhesive. The flap is open (extended). When the flap is closed and pressed, it seals.

Open End/Center Seam

10 ¹ / ₂ Catalog	9 x 12
13 ¹ / ₂ Catalog	10 x 13

DRUG & PAY



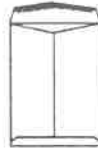
These small open side envelopes are produced in a variety of sizes, and are used by florists, druggists and other businesses.

Diagonal Seam

1 Drug	1 ³ / ₄ x 2 ⁷ / ₈
2 Pay	2 ¹ / ₂ x 4 ¹ / ₄
3 Drug	2 ⁵ / ₁₆ x 3 ⁵ / ₈

ENVELOPE STYLES AND SIZES

COIN

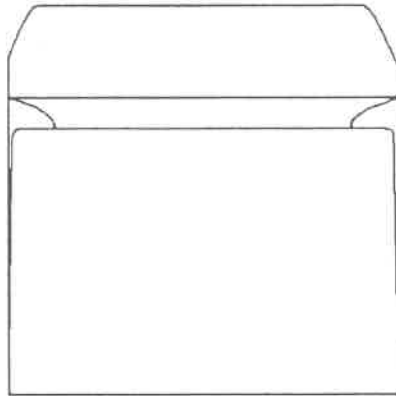


Coin envelopes are open end, center and bottom seam with gummed flaps. They are produced in a variety of sizes and are multipurpose envelopes for small parts, coins and currency.

Open End/Center Seam

1	2 ¹ / ₄	x	3 ¹ / ₂
3	2 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 ³ / ₈	x	6
7	3 ¹ / ₂	x	6 ¹ / ₂

JUMBO



Jumbo envelopes are available in open end and open side construction (usually in brown, gray or white kraft), and are used by advertising agencies, printers, graphic artists, illustrators and others who may need extra large sized envelopes. Available with or without flap gum.

Open Side

12 ¹ / ₂ x 18 ¹ / ₂	20 x 26
15 x 20	22 x 27
17 x 22	

Open End

9 x 16	15 x 20
11 x 17	15 x 22
12 x 17	16 x 20
12 ¹ / ₂ x 6	17 x 22
12 ¹ / ₂ x 18 ¹ / ₂	18 x 23
13 x 17	19 x 26
13 x 19	20 x 25
14 x 16	22 x 27
14 x 18	24 x 30
14 x 21	24 x 36
15 x 18	

DOCUMENT



These "Legal" envelopes are produced from heavy weight papers such as 40 Lb. Manila and Brown Kraft, and are available with ungummed or heavily gummed flaps. Document style envelopes are produced with side seams outside.

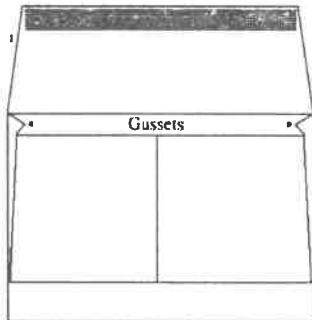
Document envelopes are used when security and confidentiality are extremely important. Seams are normally glued on the outside to aid in inserting.

Open Side/Side Seam

9 ¹ / ₂ x 11 ³ / ₄	10 x 13
9 ¹ / ₂ x 12	10 x 15
9 ¹ / ₂ x 12 ¹ / ₂	

ENVELOPE STYLES AND SIZES

EXPANSION

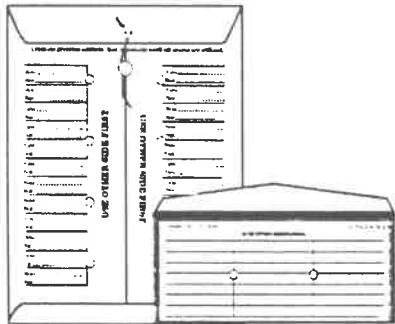


Expansion envelopes are produced both open end and open side, and are easily recognized by the gussets - which allow them to expand to accept bulky materials. Expansion envelopes are manufactured from heavy brown and white kraft, tag, bristol and red rope papers, and the flap adhesive is either re-moistenable gum or self seal.

Open Side or Open End

4 x 9 $\frac{1}{2}$ x 2	10 x 13 x 2
5 x 11 x 2	10 x 15 x 2
5 x 11 x 3	11 x 15 x 2
10 x 12 x 1 $\frac{1}{2}$	12 x 15 x 2
10 x 12 x 2	12 x 15 x 3
10 x 13 x 1 $\frac{1}{2}$	12 x 16 x 2

INTER-OFFICE



Inter-Office envelopes speed office movement of correspondence and material. They are supplied in substance 28, Brown Kraft, with eight holes, printed route listings (front and back), and button & string closure.

Inter-Office open side style in substance 28, Manila, is provided with two holes and printed route listing.

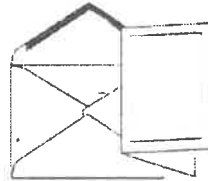
Button & String

10 x 13

Open Side

11 4 $\frac{1}{2}$ x 10 $\frac{3}{8}$

ANNOUNCEMENTS



COMMERCIAL ANNOUNCEMENTS

The most commonly used type of announcement is the baronial card or folder. Baronials are usually manufactured using vellum finished paper in both white and ivory. In recent years, greater variety of papers have become available in a multitude of colors and finishes. Commercial announcements are usually supplied with a single gummed envelope.

- E Envelope Size
- C Card Size
- F Folder Size
- P Panel Margin

4 Baronial

E 3 $\frac{5}{8}$ x 5 $\frac{1}{8}$
C 3 $\frac{1}{2}$ x 4 $\frac{7}{8}$
F 4 $\frac{7}{8}$ x 7
P 1 $\frac{1}{2}$

5 Baronial

E 4 $\frac{1}{8}$ x 5 $\frac{1}{2}$
C 4 x 5 $\frac{1}{4}$

5 $\frac{1}{2}$ Baronial

E 4 $\frac{3}{8}$ x 5 $\frac{3}{4}$
C 4 $\frac{1}{4}$ x 5 $\frac{1}{2}$
F 5 $\frac{1}{2}$ x 8 $\frac{1}{2}$
P 1 $\frac{1}{2}$

6 Baronial

E 4 $\frac{3}{4}$ x 6 $\frac{1}{2}$
C 4 $\frac{5}{8}$ x 6 $\frac{1}{4}$
F 6 $\frac{1}{4}$ x 9 $\frac{1}{4}$
P 5 $\frac{5}{8}$

ENVELOPE STYLES AND SIZES

Lee

E	5 $\frac{1}{4}$ x 7 $\frac{1}{4}$
C	5 $\frac{1}{8}$ x 7
F $\frac{1}{2}$	6 $\frac{5}{8}$ x 10
P	5 $\frac{5}{8}$

Source:

Williamhouse Envelope Institute

SOCIAL ANNOUNCEMENTS

Social announcements, used as invitations, are supplied, in most cases, with an inside un gummed envelope and an outside gummed envelope. There are two basic categories of Social Announcements: *Traditional* and *Contemporary*.

Traditional Announcements are manufactured from white and natural shades of papeterie papers. Some traditional announcements are produced from cotton fiber paper, but today most are made from high grade sulphite paper. The matching envelope style is normally diagonal seam, pointed flap. The folders and cards may be produced either with or without a debossed panel.

Contemporary Announcements cover a wide range of styles and papers. They may incorporate color in the design as well as a variety of colored inks in the personalization of the announcement. The paper used in contemporary announcements may be vellum, laid, texture or parchment finishes. Deckle edge papers are often used in these newer styled announcements. The matching envelopes may be square flap (side seam) or pointed flap (diagonal seam).