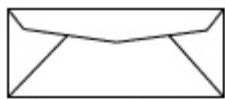


Envelope Sizes

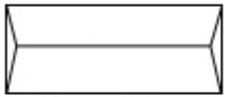
Listed below are common (and some uncommon) US envelope sizes to help you pick the right envelope for your job. Envelopes come in a variety of papers as well as sizes, and all can be printed on with your information.

Business & Correspondence

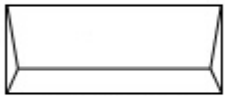
Widely used for business and personal correspondence. Commercial and side-seam flap styles are ideal for machine insertion. Wallet flaps provide a large area ideal for imprinting. Square flaps are contemporary, but not recommended for machine insertion.



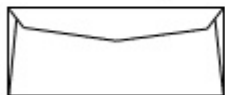
Commercial Flap



Square Flap



Wallet Flap



Side Seam

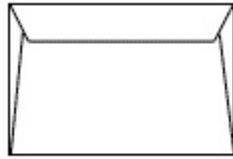


Policy

Type	Finished size	Enclosure size
6 1/4	3.5" x 6"	3.25" x 5.75"
6 3/4	3.625" x 6.5"	3.5" x 6.25"
8 5/8	3.625" x 8.625"	3.5" x 8.375"
7	3.75" x 6.75"	3.5" x 6.5"
Monarch (7 3/4)	3.875" x 7.5"	3.75" x 7.25"
9	3.875" x 8.875"	3.75" x 8.675"
9 (policy)	4" x 9"	3.75" x 8.5"
10	4.125" x 9.5"	4" x 9.25"
DL	4.313" x 8.625"	4.125" x 8.375"
11	4.5" x 10.375"	4.25" x 10.125"
12	4.75" x 11"	4.5" x 10.75"
14	5" x 11.5"	4.75" x 11.25"
16	6" x 12"	5.75" x 11.75"

Booklet

This style is ideal for annual reports, brochures, sales materials, and more. The open side makes it acceptable for automatic insertion.

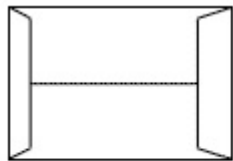


Booklet

Type	Finished size	Enclosure size
3	4.75" x 6.5"	4.5" x 6"
4 1/2	5.5" x 7.5"	5.25" x 7"
5	5.5" x 8.125"	5.25" x 7.625"
6	5.75" x 8.875"	5.5" x 8.375"
6 1/2	6" x 9"	5.75" x 9"
6 5/8	6" x 9.5"	5.75" x 9"
6 3/4	6.5" x 9.5"	6.25" x 9"
7 1/4	7" x 10"	6.75" x 9.5"
7 1/2	7.5" x 10.5"	7.25" x 10"
9	8.75" x 11.5"	8.5" x 11"
9 1/2	9" x 12"	8.75" x 11.5"
10	9.5" x 12.625"	9.25" x 12.125"
13	10" x 13"	9.75" x 12.5"

Catalog

Center seam makes this style more durable for mailing heavy-weight materials. These envelopes cannot be processed through inserting equipment or run through a laser printer.

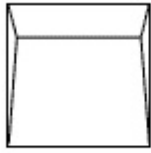


Catalog

Type	Finished size	Enclosure size
1	6" x 9"	5.75" x 8.75"
1 3/4	6.5" x 9.5"	6.25" x 9.25"
3	7" x 10"	6.75" x 9.5"
6	7.5" x 10.5"	7.25" x 10"
8	8.25" x 11.25"	8" x 10.75"
9 3/4	8.75" x 11.25"	8.5" x 10.75"
10 1/2	9" x 12"	8.75" x 11.5"
12 1/2	9.5" x 12.5"	9.25" x 12"
13 1/2	10" x 13"	9.75" x 12.5"
14 1/2	11.5" x 14.5"	11.25" x 14"
15	10" x 15"	9.75" x 14.5"
15 1/2	12" x 15.5"	11.75" x 15"

Square

This unusual shape attracts attention to contents. Square envelopes are nonstandard and require additional postage to mail.



Square

Type	Finished size	Enclosure size
5"	5" x 5"	4.75" x 4.75"
5 ½"	5.5" x 5.5"	5.25" x 5.25"
6"	6" x 6"	5.75" x 5.75"
6 ½"	6.5" x 6.5"	6.25" x 6.25"
7"	7" x 7"	6.75" x 6.75"
7 ½"	7.5" x 7.5"	7.25" x 7.25"
8"	8" x 8"	7.75" x 7.75"
8 ½"	8.5" x 8.5"	8.25" x 8.25"
9"	9" x 9"	8.75" x 8.75"
9 ½"	9.5" x 9.5"	9.25" x 9.25"
10"	10" x 10"	9.75" x 9.75"
13 ½"	13.5" x 13.5"	13.25" x 13.25"

Baronial

Deep pointed flap traditionally used for formal announcements and invitations. Not recommended for machine insertion.

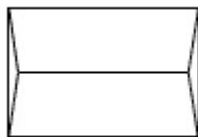


Baronial

Type	Finished size	Enclosure size
4-Bar	3.625" x 5.125"	3.475" x 4.875"
5½-Bar	4.375" x 5.75"	4.25" x 5.5"
6-Bar	4.75" x 6.5"	4.625" x 6.25"
Lee	5.25" x 7.25"	5.125" x 7"

Announcement

Also called A-style, this contemporary design is idea for photographs, greeting cards, small booklets, and promotional pieces. Do not confuse the A-4 size with metric A4 paper, which fits into a DL size Commercial envelope.



Announcement

Type	Finished size	Enclosure size
A-2	4.375" x 5.75"	4.25" x 5.5"
A-6	4.75" x 6.5"	4.625" x 6.25"
A-7	5.25" x 7.25"	5" x 7"
A-8	5.5" x 8.125"	5.25" x 7.75"
A-9	5.75" x 8.875"	5.5" x 8.625"
A-10	6" x 9.5"	5.75" x 9.25"