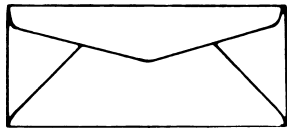




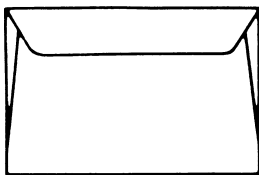
Business Envelope styles and sizes



Commercial / Official: for business and personal correspondence purposes, letterheads, invoices, statements, direct marketing mailings.

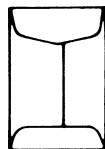
*The monarch envelope is the same size as #7 $\frac{3}{4}$. However, it has a pointed flap unsuited to mailing machines. For personal stationery, use Monarch; for direct mail, use #7 $\frac{3}{4}$.

6 $\frac{1}{4}$ Commercial	3 $\frac{9}{16}$ x 6 $\frac{1}{4}$
6 $\frac{3}{4}$ Commercial	3 $\frac{5}{8}$ x 6 $\frac{1}{2}$
8 $\frac{5}{8}$ Official	3 $\frac{5}{8}$ x 8 $\frac{5}{8}$
7 Official	3 $\frac{3}{4}$ x 6 $\frac{3}{4}$
7 $\frac{3}{4}$ Official*	3 $\frac{7}{8}$ x 7 $\frac{1}{2}$
Monarch*	3 $\frac{7}{8}$ x 7 $\frac{1}{2}$
9 Official	3 $\frac{7}{8}$ x 8 $\frac{7}{8}$
10 Official	4 $\frac{1}{8}$ x 9 $\frac{1}{2}$
11 Official	4 $\frac{1}{2}$ x 10 $\frac{3}{8}$
12 Official	4 $\frac{3}{4}$ x 11
14 Official	5 x 11 $\frac{1}{2}$



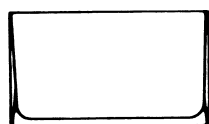
Booklet: for annual reports, brochures, sales literature and manuals. Flap on long side is suitable for machine inserting and mailing. Also known as "an open side" envelope.

3	4 $\frac{3}{4}$ x 6 $\frac{1}{2}$
5	5 $\frac{1}{2}$ x 8 $\frac{1}{8}$
6	5 $\frac{3}{4}$ x 8 $\frac{7}{8}$
6 $\frac{1}{2}$	6 x 9
6 $\frac{5}{8}$	6 x 9 $\frac{1}{2}$
7	6 $\frac{1}{4}$ x 9 $\frac{5}{8}$
7 $\frac{1}{2}$	7 $\frac{1}{2}$ x 10 $\frac{1}{2}$
9	8 $\frac{3}{4}$ x 11 $\frac{1}{2}$
9 $\frac{1}{2}$	9 x 12
10	9 $\frac{1}{2}$ x 12 $\frac{5}{8}$



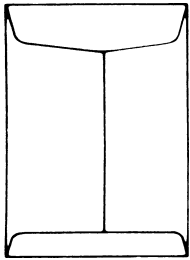
Coins: a multi-purpose envelope for small parts, coins and currency, etc.

1	2 $\frac{1}{4}$ x 3 $\frac{1}{2}$
2 Pay (OS)	2 $\frac{1}{2}$ x 4 $\frac{1}{4}$
3	2 $\frac{1}{2}$ x 4 $\frac{1}{4}$
4	3 x 4 $\frac{1}{2}$
4 $\frac{1}{2}$	3 x 4 $\frac{7}{8}$
5	2 $\frac{7}{8}$ x 5 $\frac{1}{4}$
5 $\frac{1}{2}$	3 $\frac{1}{8}$ x 5 $\frac{1}{2}$
6	3 $\frac{3}{8}$ x 6
7	3 $\frac{1}{2}$ x 6 $\frac{1}{2}$



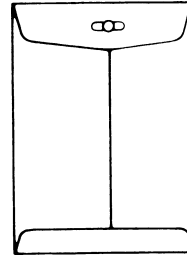
Combination Statement & Return: dual-purpose envelope that includes a statement and provides for the return of orders or donations.

6 $\frac{1}{4}$	3 $\frac{1}{2}$ x 6, with 3 $\frac{3}{8}$ flap
6 $\frac{3}{4}$	3 $\frac{1}{2}$ x 6 $\frac{1}{4}$, with 3 $\frac{3}{8}$ flap
9	3 $\frac{7}{8}$ x 8 $\frac{7}{8}$, with 3 $\frac{3}{4}$ flap



Catalog: for catalogs, large booklets and other heavy enclosures. Must be inserted and sealed by hand. Not suitable for automation. Use Booklet style envelope for automated insertion and sealing. Also known as “an open end” envelope.

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 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
14 ¹/₂ Catalog	11 ¹ / ₂ x 14 ¹ / ₂
15 ¹/₂ Catalog	12 x 15 ¹ / ₂



Clasp: the catalog envelope with a metal clasp.

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
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	11 ¹ / ₂ x 14 ¹ / ₂
110	12 x 15 ¹ / ₂

Window Envelopes

Window envelope inserts should be prepared so that nothing but the address appears in the window. There should be at least ¹/₄ inch between the address and all four edges of the window when the insert moves to its full limits in the envelope.

Standard Size Windows and Locations

Standard size windows and positions:

Size	Standard Window	Position from left	Position from bottom
6 ¹ / ₂	1 ¹ / ₈ x 4 ¹ / ₂	³ / ₄ "	¹ / ₂ "
6 ³ / ₄ , 7, 7 ³ / ₄ , and Monarch	1 ¹ / ₈ x 4 ¹ / ₂	⁷ / ₈ "	¹ / ₂ "
8 ¹ / ₄ , 8 ⁵ / ₈ , or check	1 ¹ / ₈ x 4 ¹ / ₂	⁷ / ₈ "	¹ / ₂ "

Special Window Sizes and Locations

For special windows or standard windows in special locations please inquire for pricing and availability. Typically, special window envelopes require at least a 5,000 lot minimum and several weeks for production.