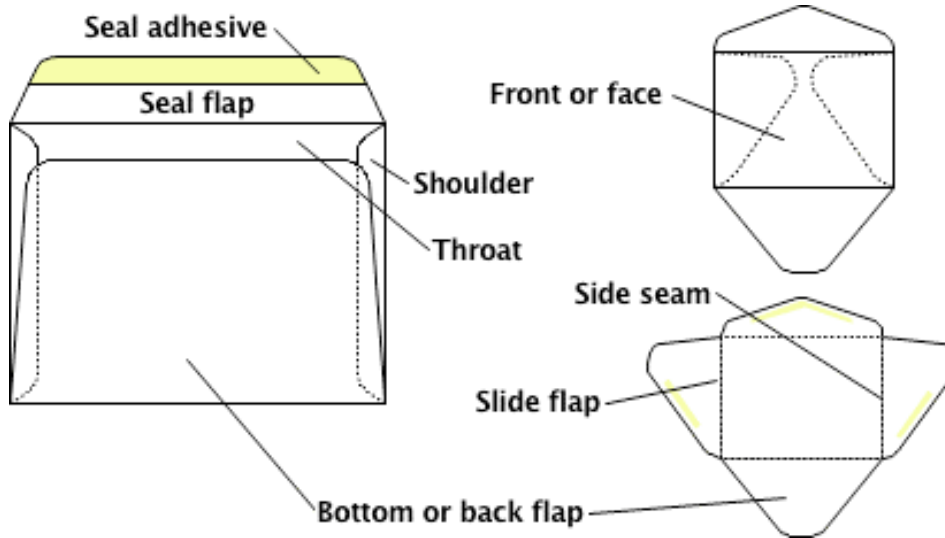




Envelope Styles and Sizes

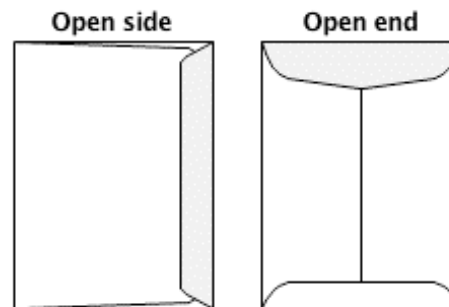
There are a lot of envelope types and sizes. —They vary by size, flap type, and may have windows. The following will help you understand the various types, sizes and postal guidelines. If you are not sure, feel free to contact your Printco sales representative with any questions.

Construction

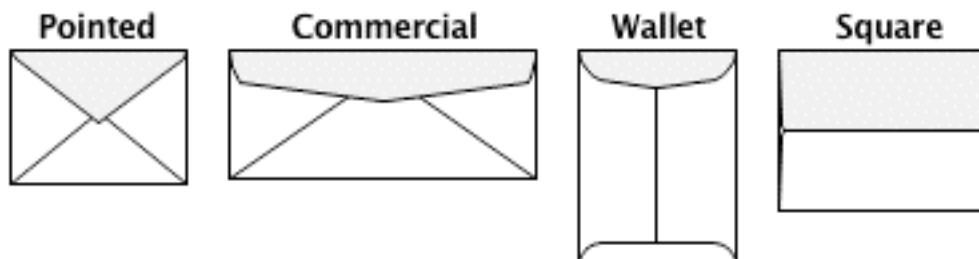


This picture illustrates various parts of an envelope. The variations of these parts create different envelope styles.

The envelopes with the opening and seal flap located on the short dimension are called Open End envelopes. Those with the flap on the long dimension are called Open Side envelopes. Such envelopes are ideal for automatic insertion applications.



Flap Styles



The flap is the part of the envelope that is folded to seal the envelope. The main flap shapes are shown above.



Sizes and Styles

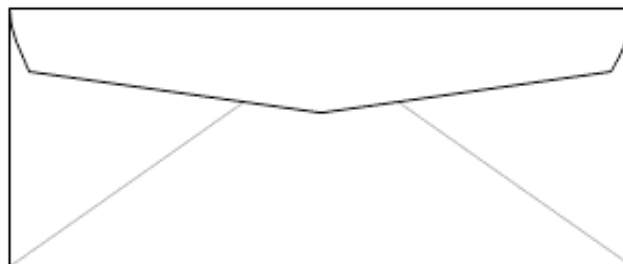
There are envelope standards. The US Standards are explained below.

US (Standard)

The US (or Standard) envelopes are divided in several groups by style and application. The sizes are listed in inches, the shortest dimension first.

Commercial

These are the most popular envelopes for business correspondence, that we send and receive every day. They usually have commercial flap. They are mostly used for letterheads, invoices, statements, checks, writing stationery and direct marketing mailings.



Env. No.	Size
6 1/4	3 1/2" x 6"
6 3/4	3 5/8" x 6 1/2"
7 3/4 *	3 7/8" x 7 1/2"
8	3 7/8" x 7 1/2"
8 5/8	3 5/8" x 8 5/8"
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"

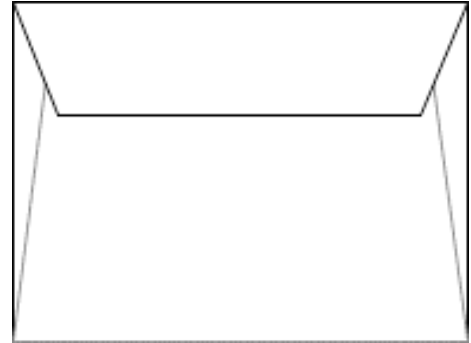
** 7 3/4 envelope with pointed flap is also known as Monarch.*



Announcement

These are very common envelopes. The flaps are usually pointed or flat. Mostly used for announcements, invitations, cards, small booklets, brochures or promotional pieces.

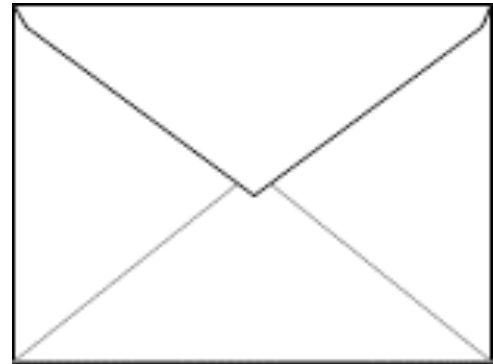
Env. No.	Size
A-2	4 3/8" x 5 3/4"
A-4	4 3/4" x 6 1/2"
A-7	5 1/4" x 7 1/4"
A-8	5 1/2" x 8 1/8"
A-10	6 1/4" x 9 5/8"
Slim	3 7/8" x 8 7/8"



Baronial

These are more formal envelopes, are deeper and typically use a pointed flap. They are popular for invitations.

Env. No	Size
2	3 3/16" x 4 1/4"
4	3 5/8" x 4 5/8"
5	4 1/8" x 5 1/8"
5 1/4"	4 1/4" x 5 1/4"
5 1/2"	4 2/8" x 5 5/8"
5 3/4"	4 1/2" x 5 3/4"
6	5" x 6"

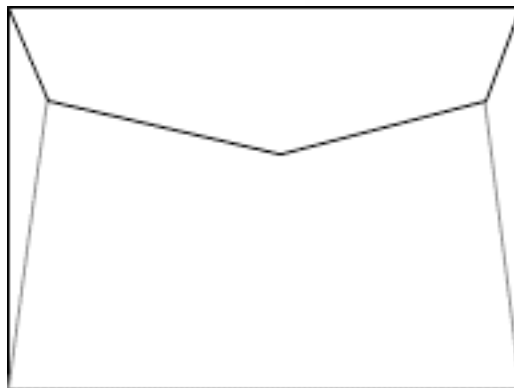




Booklet

These envelopes are mostly used for sending catalogs and folders.

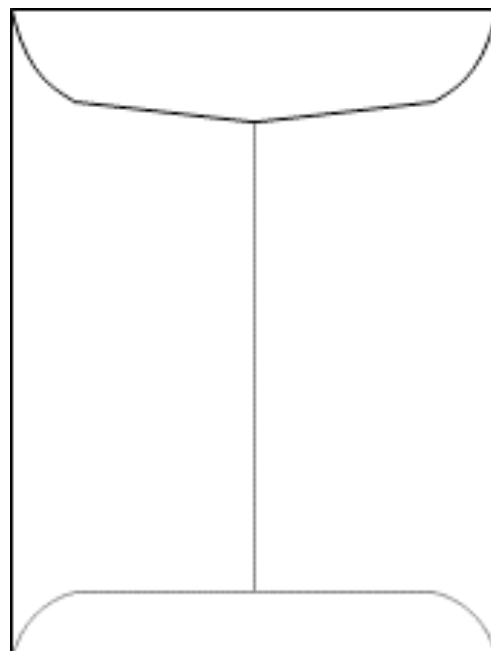
Env. No.	Size
3	4 ³ / ₄ " x 6 ¹ / ₂ "
5	5 ¹ / ₂ " x 8 ¹ / ₂ "
6	5 ³ / ₄ " x 8 ⁷ / ₈ "
6 ¹ / ₂	6" x 9"
7	6 ¹ / ₄ " x 9 ⁵ / ₈ "
7 ¹ / ₂	7 ¹ / ₂ " x 10 ¹ / ₂ "
9	8 ³ / ₄ " x 11 ¹ / ₂ "
9 ¹ / ₂	9" x 12"
10	9 ¹ / ₂ " x 12 ⁵ / ₈ "
13	10" x 13"



Catalog

This style of envelope is mainly used for catalogs, magazines and reports.

Env. No.	Size
1	6" x 9"
1 ³ / ₄	6 ¹ / ₂ " x 9 ¹ / ₂ "
2	6 ¹ / ₂ " x 10"
3	7" x 10"
6	7 ¹ / ₂ " x 10"
7	8" x 11"
8	8 ¹ / ₄ " x 11 ¹ / ₄ "
9 ¹ / ₂ "	8 ¹ / ₂ " x 10 ¹ / ₂ "
9 ³ / 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 "



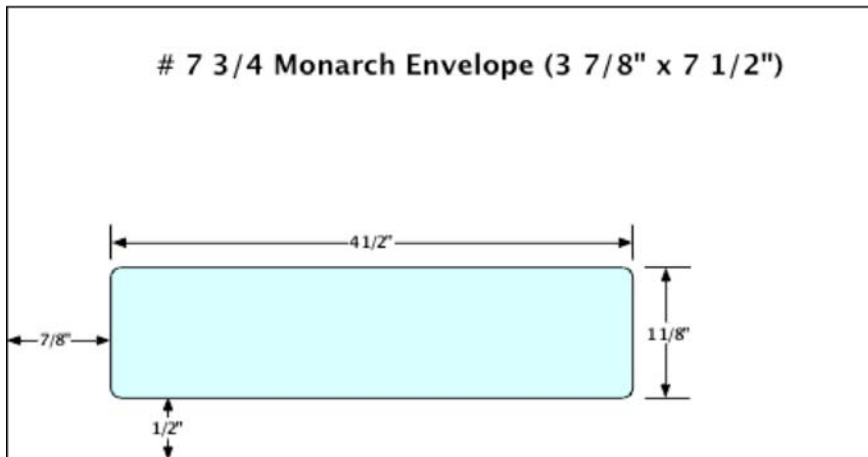
Metal Clasp, Coins, and other styles are not listed but available for special use purposes.



Window Envelopes (US)

Window envelopes are most often used for bills, though they're also popular for marketing purposes. They are cost-efficient, since the name and address shows through the window, eliminating the need to address the envelope. Normally translucent plastic is used as the window material. Many direct mail pieces are sent using a window envelope, eliminating the match of envelope and insert.

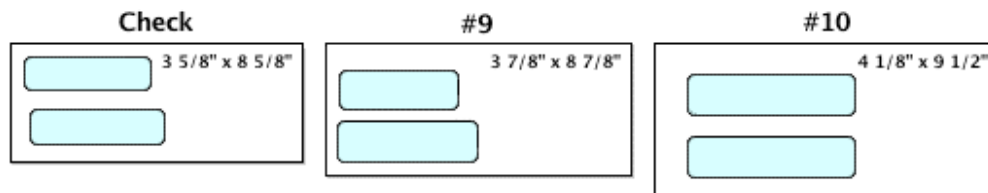
Window Envelopes (Single window)



The most common (*and recommended by USPS*) window size is 1 1/8 x 4 1/2, and the position 7/8 in from left and 1/2 (often 5/8) in from bottom, but there are lots of variations.

Double-Window Envelopes

Used for checks and invoices, normally.

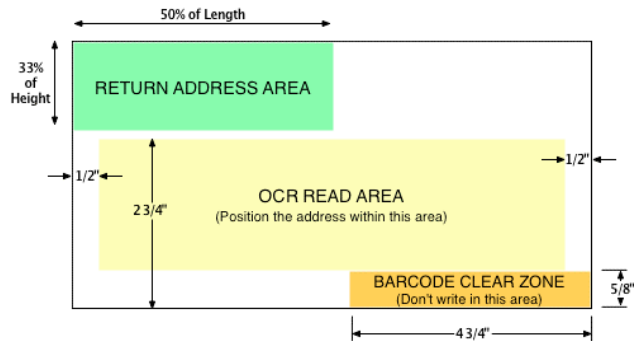


Note: Illustrated are the most popular sizes. The sizes and positions of windows may vary greatly, and depending on the manufacturer.



Addressing and Printing Guidelines

The correct formatting and address position on an envelope is required to facilitate mail processing by optical character recognition equipment, used by many postal services for sorting mail. Machine-readable mail can be sorted automatically, rather than by a human, which results in faster and more accurate delivery.



The above illustration demonstrates the correct placement area.