## Business \& Correspondence

Widely used for business and personal correspondence. The \#IO is the most commonly used business envelope. These envelopes can be processed through inserting equipment.


| TYPE | SIZE | ENCLOSURE |
| :---: | :---: | :---: |
| $61 / 4$ | 3.5 " $\times 6$ " | 3.25 " $\times 5.75{ }^{\prime \prime}$ |
| $63 / 4$ | 3.625 " $\times 6.5$ " | 3.5 " $\times 6.25{ }^{\prime \prime}$ |
| $85 / 8$ | $3.625^{\prime \prime} \times 8.625^{\prime \prime}$ | $3.5{ }^{\prime \prime} \times 8.375^{\prime \prime}$ |
| 7 | $3.75{ }^{\prime \prime} \times 6.75{ }^{\prime \prime}$ | $3.5{ }^{\prime \prime} \times 6.5$ " |
| $73 / 4$ (monarch) | $3.875{ }^{\prime \prime} \times 7.5$ " | $3.75{ }^{\prime \prime} \times 7.25$ " |
| 9 | $3.875{ }^{\prime \prime} \times 8.875^{\prime \prime}$ | $3.75{ }^{\prime \prime} \times 8.675^{\prime \prime}$ |
| 9 (policy) | 4" $\times 9$ " | 3.75 " $\times 8.5$ " |
| 10 | $4.125^{\prime \prime} \times 9.5$ " | 4" $\times 9.25$ " |
| 11 | 4.5 " $\times 10.375^{\prime \prime}$ | 4.25 " $\times 10.125^{\prime \prime}$ |
| 12 | $4.75{ }^{\prime \prime} \times 110$ | $4.5{ }^{\prime \prime} \times 10.75^{\prime \prime}$ |
| 14 | $5 " \times 11.5 "$ | $4.75{ }^{\prime \prime} \times 11.25^{\prime \prime}$ |
| 16 | $6^{\prime \prime} \times 12^{\prime \prime}$ | $5.75{ }^{\prime \prime} \times 11.75{ }^{\prime \prime}$ |

Announcement
Also called A-style, this contemporary design is ideal for photographs, greeting cards, small booklets, and promotional pieces. These envelopes can not be processed through inserting equipment.


TYPE SIZE
ENCLOSURE
A-2 $4.375^{\prime \prime} \times 5.75^{\prime \prime} 4.25^{\prime \prime} \times 5.5^{\prime \prime}$
A-6 $4.75^{\prime \prime} \times 6.5$ $4.625^{\prime \prime} \times 6.25^{\prime \prime}$
A-7 $5.25^{\prime \prime} \times 7.25$ $5^{\prime \prime} \times 7 "$
A-8 $5.5^{\prime \prime} \times 8.125^{\prime \prime} \quad 5.25^{\prime \prime} \times 7.75^{\prime \prime}$
A-9 $5.75^{\prime \prime} \times 8.875^{\prime \prime} \quad 5.5^{\prime \prime} \times 8.625^{\prime \prime}$
A-IO $6^{\prime \prime} \times 9.5^{\prime \prime} \quad 5.75^{\prime \prime} \times 9.25^{\prime \prime}$

## Baronial

This envelope has a deep pointed flap traditionally used for formal announcements and invitations. Not recommended for machine insertion.


TYPE SIZE ENCLOSURE
4-Bar $3.625^{\prime \prime} \times 5.125^{\prime \prime} 3.475^{\prime \prime} \times 4.875^{\prime \prime}$
51/2-Bar 4.375" $\times 5.75^{\prime \prime} 4.25^{\prime \prime} \times 5.5^{\prime \prime}$
6-Bar $4.75^{\prime \prime} \times 6.5^{\prime \prime} \quad 4.625^{\prime \prime} \times 6.25^{\prime \prime}$
Lee $\quad 5.25^{\prime \prime} \times 7.25^{\prime \prime} \quad 5.125^{\prime \prime} \times 7$ "

## Catalog

The flap on Catalog Envelopes is on the short edge. The center seam makes this style more durable for mailing heavy-weight materials. These envelopes can not be processed through inserting equipment or run through a laser printer.

| TYPE | SIZE | ENCLOSURE |
| :---: | :---: | :---: |
| I | 6" $\times 9$ " | 5.75" $\times 8.75{ }^{\prime \prime}$ |
| $13 / 4$ | 6.5 " $\times 9.5$ " | $6.25 " \times 9.25^{\prime \prime}$ |
| 3 | $7{ }^{\prime \prime} \times 101$ | 6.75 " $\times 9.5$ " |
| 6 | $7.5 \mathrm{C} \times 10.5 \mathrm{C}$ | 7.25 " $\times 10$ " |
| 8 | $8.25{ }^{\prime \prime} \times 11.25^{\prime \prime}$ | $8 \mathrm{Cl} \times 10.75{ }^{\prime \prime}$ |
| $93 / 4$ | $8.75{ }^{\prime \prime} \times 11.25 "$ | $8.5{ }^{\prime \prime} \times 10.75^{\prime \prime}$ |
| 10 I/2 | $9 \mathrm{\prime} \mathrm{\prime} \times 12$ | $8.75{ }^{\prime \prime} \times 11.5 "$ |
| $12 \mathrm{I} / 2$ | $9.5{ }^{\prime \prime} \times 12.5 "$ | $9.25{ }^{\prime \prime} \times 12^{\prime \prime}$ |
| 13 I/2 | $10^{\prime \prime} \times 13^{\prime \prime}$ | $9.755^{\prime} \times 12.50$ |
| 14 I/2 | $11.5 \mathrm{Cl} \times 14.5 \mathrm{~F}$ | $11.25^{\prime \prime} \times 14^{\prime \prime}$ |
| 15 | $10^{\prime \prime} \times 150$ | $9.75{ }^{\prime \prime} \times 14.5 "$ |
| $15 \mathrm{I} / 2$ | $12^{\prime \prime} \times 15.5^{\prime \prime}$ | $11.75^{\prime \prime} \times 15^{\prime \prime}$ |

## Booklet

The flap on Booklet Envelopes is on the long edge. This style is ideal for annual reports, brochures, sales materials, and more. The open side makes it acceptable for automatic insertion in most cases.


TYPE SIZE
$6^{\prime \prime} \times 9$ "
$6^{\prime \prime} \times 9.5^{\prime \prime}$
$7^{\prime \prime} \times 10^{\prime \prime}$
$9 " \times 12^{\prime \prime}$

ENCLOSURE
$4.75^{\prime \prime} \times 6.5^{\prime \prime}$
$5.5^{\prime \prime} \times 7.5^{\prime \prime}$
$5.5^{\prime \prime} \times 8.125^{\prime \prime}$ $5.75^{\prime \prime} \times 8.875^{\prime \prime}$
$6.5^{\prime \prime} \times 9.5^{\prime \prime}$
$7.5^{\prime \prime} \times 10.5^{\prime \prime}$
$8.75^{\prime \prime} \times 11.5^{\prime \prime}$
$9.5^{\prime \prime} \times 12.625^{\prime \prime}$
10" x I 3"
$4.5^{\prime \prime} \times 6^{\prime \prime}$ $5.25^{\prime \prime} \times 7^{\prime \prime}$ $5.25^{\prime \prime} \times 7.625^{\prime \prime}$ $5.5^{\prime \prime} \times 8.375^{\prime \prime}$ $5.75^{\prime \prime} \times 9^{\prime \prime}$ $5.75^{\prime \prime} \times 9^{\prime \prime}$ $6.25^{\prime \prime} \times 9^{\prime \prime}$ $6.75^{\prime \prime} \times 9.5^{\prime \prime}$ $7.25^{\prime \prime} \times 10^{\prime \prime}$ $8.5^{\prime \prime} \times 1 I^{\prime \prime}$ $8.75^{\prime \prime} \times 11.5^{\prime \prime}$ $9.25^{\prime \prime} \times 12.125^{\prime \prime}$ $9.75^{\prime \prime} \times 12.5^{\prime \prime}$

