

BUSINESS ENVELOPE GUIDE

The most commonly used business envelopes fall into the categories shown on this guide. When specifying envelopes, refer to the item, stock, and name designation (e.g., No. 6 Whitewove booklet envelope or No. 8 Brown kraft catalog envelope). Booklet and catalog envelopes most typically come in cartons of 500 or 1000. Commercial envelopes typically come 2500 or 5000 to a carton. Printers order full carton quantities.

Commercial

Frequently specified for a wide variety of business and personal correspondence purposes such as letterheads, invoices, statements, checks, stationery, and direct marketing. Ideally suited for machine insertion, laser and postal applications.

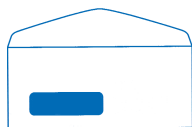


Item	Envelope Size	Enclosure Size
6¼	3½ x 6	3¼ x 5¾
6¾	3⅝ x 6½	3½ x 6¼
8⅝	3⅝ x 8⅝	3½ x 8¾
7	3¾ x 6¾	3½ x 6½
7¾*	3⅞ x 7½	3¾ x 7¼
Monarch*	3⅞ x 7½	3¾ x 7¼
9	3⅞ x 8⅞	3¾ x 8⅝
10	4⅛ x 9½	4 x 9¼
11	4½ x 10¾	4¼ x 10⅝
12	4¾ x 11	4½ x 10¾
14	5 x 11½	4¾ x 11¼

*7¾ — commercial flap; Monarch — pointed flap

Commercial Window Envelopes

Modern window envelopes may be used for a wide variety of applications. Standard windows are rectangular with slightly rounded corners.



Item	Size	Window Size	Position From	
			Left	Bottom
6¼ Window	3½ x 6	1⅛ x 4½	¾"	½"
6¾ Window	3⅝ x 6½	1⅛ x 4½	⅞"	½"
7 Window	3¾ x 6¾	1⅛ x 4½	⅞"	½"
Monarch	3⅞ x 7½	1⅛ x 4½	⅞"	½"
7¾ Window	3⅞ x 7½	1⅛ x 4½	⅞"	½"
8⅝ Check	3⅝ x 8⅝	1 x 4	1"	¾"
9 Window	3⅞ x 8⅞	1⅛ x 4½	⅞"	½"
10 Window	4⅛ x 9½	1⅛ x 4½	⅞"	½"
11 Window	4½ x 10¾	1⅛ x 4½	⅞"(right)	½"
12 Window	4¾ x 11	1⅛ x 4½	⅞"	½"
14 Window	5 x 11½	1⅛ x 4½	⅞"	½"

NOTE: 8⅝ also available with 1⅛" x 4½" window - positioned ⅞" from the left and ½" from the bottom.

Booklets

Booklet envelopes (also referred to as “open-side envelopes”) are used to mail annual reports, brochures, sales literature, and a variety of printed material.

Booklet envelopes are used in high volume mailings because they are machine insertable.

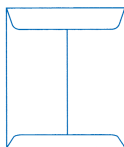


Item	Envelope Size	Enclosure Size
3	4¾ x 6½	4½ x 6
4½	5½ x 7½	5¼ x 7
5	5½ x 8½	5¼ x 7½
6	5¾ x 8¾	5½ x 8¾
6½	6 x 9	5¾ x 8½
6⅝	6 x 9½	5¾ x 9
6¾	6½ x 9½	6¼ x 9
7¼	7 x 10	6¾ x 9½
7½	7½ x 10½	7¼ x 10
9	8¾ x 11½	8½ x 11
9½	9 x 12	8¾ x 11½
10	9½ x 12⅝	9¼ x 12½
13	10 x 13	9¾ x 12½

Catalog

As the name implies, catalog envelopes are used to mail catalogs, large booklets, and other heavy enclosures.

Catalog envelopes (also known as “open-end” envelopes) generally require hand insertion. Some size catalog envelopes are available with metal clasps.



Item	Envelope Size	Enclosure Size
8 Glove	3⅞ x 7½	3⅝ x 7
7 Glove	4 x 6¾	3¾ x 5⅞
1 Scarf	4⅝ x 6¾	4⅜ x 6¼
3 Scarf	5 x 7½	4¾ x 7
4½ Scarf	5½ x 7½	5¼ x 7
6 Scarf	5½ x 8¼	5¼ x 7¾
10 Policy	4⅞ x 9½	3⅞ x 9
11 Policy	4½ x 10¾	4¼ x 9⅞
12 Policy	4¾ x 11	4½ x 10½
4 Policy	5 x 11½	4¾ x 11
1 Catalog	6 x 9	5¾ x 8½
1¾ Catalog	6½ x 9½	6¼ x 9
3 Catalog	7 x 10	6¾ x 9½
6 Catalog	7½ x 10½	7¼ x 10
8 Catalog	8¼ x 11¼	8 x 10¾
8½ Catalog	8½ x 10½	8¼ x 10
9¾ Catalog	8¾ x 11¼	8½ x 10¾
10½ Catalog	9 x 12	8¾ x 11½
12½ Catalog	9½ x 12½	9¼ x 12
13½ Catalog	10 x 13	9¾ x 12½
14½ Catalog	11½ x 14½	11¼ x 14
15 Catalog	10 x 15	9¾ x 14½
15½ Catalog	12 x 15½	11¾ x 15