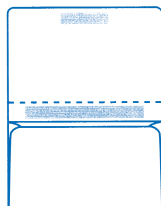


BUSINESS REMITTANCE ENVELOPE GUIDE

The most commonly used business correspondence envelopes fall into the categories shown on this guide. Commercial envelopes typically come 2500 or 5000 to a carton. Printers order full carton quantities.

2-Way Remittance (Hitchhiker)

Dual purpose envelope; includes statement and provides for the return of orders and remittances. The large flap can be printed with message, detached at the perforation, inserted in the envelope and sealed. Ideal for financial receipts, memberships, subscriptions, and fundraising.



Overall Size

8³/₈ x 6¹/₂
8³/₈ x 8⁷/₈

Mail Size

4¹/₄ x 6¹/₂
4¹/₄ x 8⁷/₈

Return Size

3⁵/₈ x 6¹/₂
3⁵/₈ x 8⁷/₈

Combination Statement & Return/Remittance

A return envelope with large printing surface ideal for mail order, subscriptions, donations, coupons, and general remittance needs. Usually included are different elements to facilitate a response from the recipient.



Item

6¹/₄
6¹/₂
6³/₄
9
10

Envelope Size

3¹/₂ x 6
3¹/₂ x 6¹/₄
3⁵/₈ x 6¹/₂
3⁷/₈ x 8⁷/₈
4¹/₈ x 9¹/₂

Enclosure Size

3¹/₄ x 5³/₄
3¹/₄ x 6
3¹/₂ x 6¹/₄
3³/₄ x 8⁵/₈
4 x 9¹/₄