

ENVELOPE SIZE GUIDE



ANNOUNCEMENT ENVELOPES

<u>Baronial (pointed) flaps</u>		<u>Square Flaps</u>	
<u>Item</u>	<u>Size</u>	<u>Item</u>	<u>Size</u>
4 Baronial	3 ⁵ / ₈ x 5 ¹ / ₈	A-2	4 ³ / ₈ x 5 ³ / ₄
5 Baronial	4 ¹ / ₈ x 5 ¹ / ₂	A-6	4 ³ / ₄ x 6 ¹ / ₂
5 ¹ / ₂ Baronial	4 ³ / ₈ x 5 ³ / ₄	A-7	5 ¹ / ₄ x 7 ¹ / ₄
6 Baronial	4 ³ / ₄ x 6 ¹ / ₂	A-8	5 ¹ / ₂ x 8 ¹ / ₈
Lee	5 ¹ / ₄ x 7 ¹ / ₄	A-10	6 x 9 ¹ / ₂

WHITE WOVE SQUARES

Weight / Size

24#	5
24#	5 ¹ / ₂
24#	6
28#	6 ¹ / ₂
24#	7
28#	7 ¹ / ₂
24#	8
28#	8 ¹ / ₂
28#	9
28#	9 ¹ / ₂
28#	10
28#	10 ¹ / ₂
28#	11 ¹ / ₂
28#	12 ¹ / ₂

CATALOG ENVELOPES

(Open on the short side)

<u>Item</u>	<u>Size</u>
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 1 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

BOOKLET ENVELOPES

(Open on the long side)

<u>Item</u>	<u>Size</u>
6 ¹ / ₂ Booklet	6 x 9
6 ⁵ / ₈ Booklet	6 x 9 ¹ / ₂
7 Booklet	6 ¹ / ₄ x 9 ⁵ / ₈
7 ¹ / ₂ Booklet	7 ¹ / ₂ x 10 ¹ / ₂
9 Booklet	8 ³ / ₄ x 11 ¹ / ₂
9 ¹ / ₂ Booklet	9 x 12
10 Booklet	9 ¹ / ₂ x 12 ⁵ / ₈
13 Booklet	10 x 13

COMMERCIAL

<u>Item</u>	<u>Size</u>
# 6 ¹ / ₄	3 ⁹ / ₁₆ x 6 ¹ / ₄
#6 ³ / ₄	3 ⁵ / ₈ x 6 ¹ / ₂
#8 ⁵ / ₈	3 ⁵ / ₈ x 8 ⁵ / ₈
#7	3 ³ / ₄ x 6 ³ / ₄
#7 ³ / ₄	3 ⁷ / ₈ x 7 ¹ / ₂
Monarch	3 ⁷ / ₈ x 7 ¹ / ₂
#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

WINDOW ENVELOPES

Standard size windows & positions

<u>Envelope Number</u>	<u>Standard Window</u>	<u>Position from left</u>	<u>Position from bottom</u>
6 ¹ / ₄	1 ¹ / ₈ " x 4 ¹ / ₂ "	3 ³ / ₄ "	1 ¹ / ₂ "
6 ³ / ₄ , 7, 7 ³ / ₄ and monarch	1 ¹ / ₈ " x 4 ¹ / ₂ "	7 ⁷ / ₈ "	1 ¹ / ₂ "
8 ⁵ / ₈ or check	1" x 4 ¹ / ₁₆ "	1"	3 ³ / ₄ "
9	1 ¹ / ₈ " x 4 ¹ / ₂ "	7 ⁷ / ₈ "	1 ¹ / ₂ "
10, 11, 12, 14	1 ¹ / ₈ " x 4 ¹ / ₂ "	7 ⁷ / ₈ "	1 ¹ / ₂ "