

Envelope Specifier

Popular envelope sizes and styles

Envelope Selection

This chart details the most commonly used envelope sizes in six styles. Although envelopes can be custom made, a less expensive option is to design the enclosure to fit a readily available standard envelope. Consider envelope size, paper stock choices, style, and construction, as well as possible printing limitations when selecting an envelope.

BOOKLET

The opening is on the long side of envelope. A versatile style, it is frequently used for mailings and allows contents to be inserted by machine.

OPEN END/CATALOG

The opening is on the short side of the envelope. This is a durable design and permits heavier and thicker enclosures. Many sizes are available with clasp closures.

Size and Style

Proper fit is key. Ideally, an envelope should be 1/4 to 1/2 inch larger than the enclosure and have a similar shape. It should fit easily and attractively. It's easier to work backwards from a standard envelope than to design a piece and have to find an envelope to fit it. There are many styles, each with sizes graduating from small to large. In most cases, it is cost prohibitive to manufacture a custom size.

Paper Stock

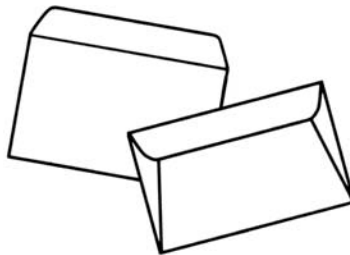
All envelope styles and sizes are available in standard white stock. It's often desirable to match the envelope and enclosure, or to use an envelope that makes a "statement." Some styles (commercial and A-size) have extensive stock options, while others are limited. Most standard envelopes can be made in your choice of stock in quantities over 5,000, but usually take a few weeks to manufacture.

Envelope Construction

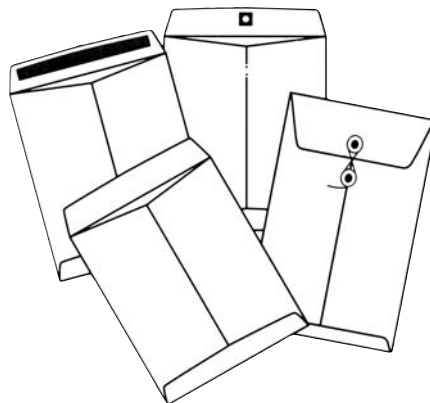
Certain envelopes have more strength, which is especially important if contents are bulky. Flap style becomes a consideration if it is to be printed. Common flap styles are pointed, square and commercial. For large projects it's important to make sure your envelope is compatible with an automatic insertion machine, which inserts contents and seals the envelope.

Printing

Envelopes have more print-related limitations than flat stock. The construction results in thicker layers where seams are glued together causing poor print quality for heavy coverage and tones. Bleeds are usually limited to light screens and hairline rules. Although expensive, certain designs require printing on flat sheets and then converting to envelopes.



Size	Size
6 x 9	8 3/4 x 11 1/2
6 x 9 1/2	9 x 12
6 1/2 x 9 1/2	9 1/2 x 12 5/8
7 x 10	10 x 13
7 1/2 x 10 1/2	



Size	Size
6 x 9	8 3/4 x 11 1/4
6 1/2 x 9 1/2	9 x 12
7 x 10	9 1/2 x 12 1/2
7 1/2 x 10 1/2	10 x 13

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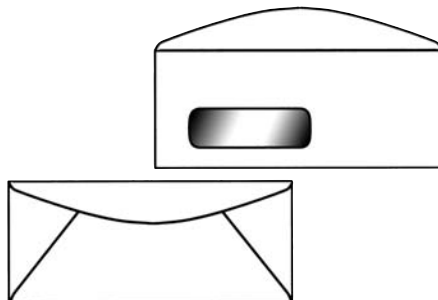


Envelope Specifier

Popular envelope sizes and styles

COMMERCIAL/REGULAR

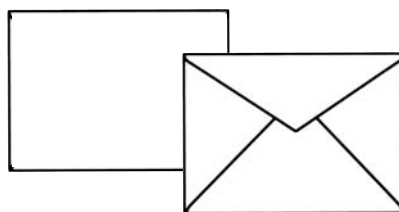
Commonly used in business correspondence. The #10 is available in a variety of colors and finishes to match a letterhead or brochure. Window envelopes are available in this style.



Item	Size
Monarch	3 ⁷ / ₈ x 7 ¹ / ₂
#8 ³ / ₈	3 ³ / ₈ x 8 ³ / ₈
#9	3 ⁷ / ₈ x 8 ³ / 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

BARONIAL FLAP

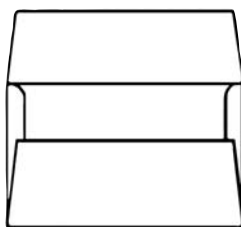
A traditional announcement envelope with a deep, pointed flap. Available with matching, embossed panel cards.



4 Baronial	3 ³ / ₈ x 5 ³ / ₈
5 Baronial	4 ¹ / ₈ x 5 ³ / ₈
5 ¹ / ₂ Baronial	4 ³ / ₈ x 5 ³ / ₄
6 Baronial	4 ³ / ₄ x 6 ³ / ₄
Lee	5 ¹ / ₄ x 7 ¹ / ₄

ANNOUNCEMENT

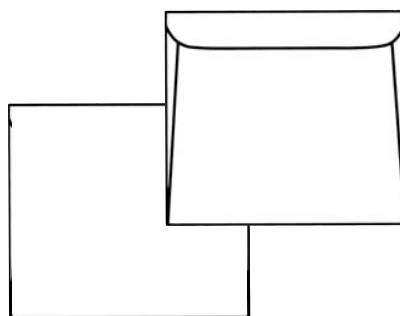
These "A-size" envelopes have a large square flap and are frequently used for invitations and promotional pieces. A large selection of stock types is readily available.



A-2	4 ³ / ₈ x 5 ³ / ₄
A-6	4 ³ / ₄ x 6 ³ / ₈
A-7	5 ¹ / ₄ x 7 ¹ / ₄
A-8	5 ¹ / ₂ x 8 ¹ / ₈
A-10	6 x 9 ¹ / ₂
Slimline	3 ³ / ₈ x 8 ³ / ₈
#10 sq. flap	4 ¹ / ₈ x 9 ¹ / ₂
9 ¹ / ₂ Booklet	9 x 12

SQUARE

A square envelope with a square flap style. Available in white and a limited variety of fancy papers. These envelopes require additional postage.



Size	Size
5 x 5	9 x 9
5 ¹ / ₂ x 5 ¹ / ₂	9 ¹ / ₂ x 9 ¹ / ₂
6 x 6	10 x 10
6 ¹ / ₂ x 6 ¹ / ₂	10 ¹ / ₂ x 10 ¹ / ₂
7 x 7	11 ¹ / ₂ x 11 ¹ / ₂
7 ¹ / ₂ x 7 ¹ / ₂	12 ¹ / ₂ x 12 ¹ / ₂
8 x 8	13 ¹ / ₂ x 13 ¹ / ₂
8 ¹ / ₂ x 8 ¹ / ₂	

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