

# COMMON ENVELOPE SPECIFICATIONS



Announcement

## ANNOUNCEMENT

A-style envelopes are ideal for photographs, greeting cards and promotional pieces. Do not confuse the A-4 size with metric A4 paper.

Type	Envelope Size	Enclosure Size
A-2	4.375" x 5.75"	4.25" x 5.5"
A-6	4.75" x 6.5"	4.625" x 6.25"
A-7	5.25" x 7.25"	5" x 7"
A-8	5.5" x 8.125"	5.25" x 7.75"
A-9	5.75" x 8.875"	5.5" x 8.625"
A-10	6" x 9.5"	5.75" x 9.25"



Baronial

## BARONIAL

Deep pointed flap traditionally used for formal announcements and invitations. Not recommended for machine insertion.

Type	Envelope Size	Enclosure Size
4-Bar	3.625" x 5.125"	3.475" x 4.875"
5-1/2 Bar	4.375" x 5.75"	4.25" x 5.5"
6-Bar	4.75" x 6.5"	4.625" x 6.25"
Lee	5.25" x 7.25"	5.125" x 7"
Monarch	3.875" x 7.5"	3.75" x 7.25"

## BUSINESS AND CORRESPONDENCE

Widely used for business and personal correspondence. Commercial and side seam flap styles are ideal for machine insertion.

Type	Envelope Size	Enclosure Size
#6-1/4	3.5" x 6"	3.25" x 5.75"
#6-3/4	3.625" x 6.5"	3.5" x 6.25"
#9	3.875" x 8.875"	3.75" x 8.5"
#10	4.125" x 9.5"	4" x 9.25"



Remittance

## REMITTANCE

Remittance envelopes or donation envelopes have very large flaps so the envelope itself can be used as a form to collect important information. This type of envelope is commonly used by non-profits, fundraising groups, or as order forms for businesses. Sizes indicate closed flaps.

Type	Envelope Size	Enclosure Size
#6-3/4 Remittance	3.625" x 6.5"	3.5" x 6.25"
#9 Remittance	3.875" x 8.875"	3.75" x 8.5"

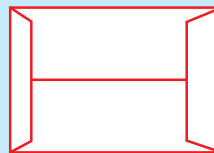


Booklet

## BOOKLET

This style is ideal for annual reports, brochure, sales materials and more. The open side makes it acceptable for automatic insertion.

Type	Envelope Size	Enclosure Size
#6-1/2 Booklet	6" x 9"	5.75" x 9"
#6-5/8 Booklet	6" x 9.5"	5.75" x 9"
#6-3/4 Booklet	6.5" x 9.5"	6.25" x 9"
#7-1/4 Booklet	7" x 10"	6.75" x 9.5"
#9 Booklet	9" x 12"	8.75" x 11.5"
#10 Booklet	9.5" x 12.625"	9.25" x 12.125"
#10x13 Booklet	10" x 13"	9.75" x 12.5"

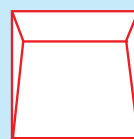


Catalog

## CATALOG

Center seam makes this style more durable for mailing heavy-weight materials. These envelopes cannot be processed through inserting equipment.

Type	Envelope Size	Enclosure Size
#1 Catalog	6" x 9"	5.75" x 8.75"
#10-1/2 Catalog	9" x 12"	8.75" x 11.5"
#12-1/2 Catalog	9.5" x 12.5"	9.25" x 12"
#13-1/2 Catalog	10" x 13"	9.75" x 12.5"



Square

## SQUARE

This unusual shape attracts attention to contents. Square envelopes are non-standard and require additional postage to mail.

Type	Envelope Size	Enclosure Size
5" Square	5" x 5"	4.75" x 4.75"
5-1/2" Square	5.5" x 5.5"	5.25" x 5.25"
6" Square	6" x 6"	5.75" x 5.75"
6-1/2" Square	6.5" x 6.5"	6.25" x 6.25"

Courtesy of leaderpaper.com

**deadline**  
DIGITAL PRINTING

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