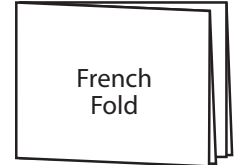
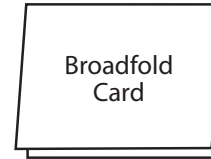
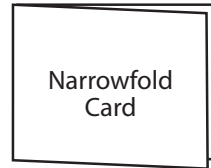
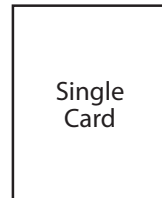




SIX COMMON ENVELOPE SIZES

Following each size are suggested flat size dimensions for the most common insert formats.

Item	Envelope Size	Single Card	Narrowfold Card	Broadfold Card	French Fold
A-2*	4-3/8 x 5-3/4	4-1/4 x 5-1/2	4-1/4 x 11	5-1/2 x 8-1/2	8-1/2 x 11
A-6*	4-3/4 x 6-1/2	4-5/8 x 6-1/4	4-1/2 x 12-1/2	6-1/4 x 9	9 x 12-1/2
A-7*	5-1/4 x 7-1/4	5-1/8 x 7	5 x 14	7 x 10	10 x 14
A-8	5-1/2 x 8-1/8	5-3/8 x 7-7/8	5-1/4 x 15-1/2	7-3/4 x 10-1/2	10-1/2 x 15-1/2
A-9	5-3/4 x 8-3/4	5-5/8 x 8-5/8	5-1/2 x 17-1/2	8-1/2 x 11	11 x 17-1/2
A-10	6 x 9-1/2	5-7/8 x 9-1/4	5-3/4 x 18-1/2	9-1/4 x 11-1/2	11-1/2 x 18-1/2



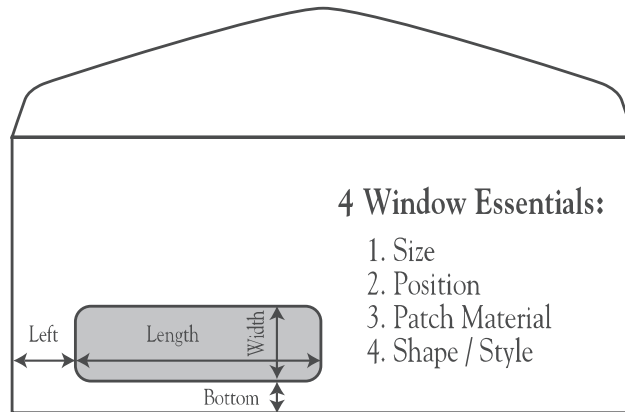
Other common envelope sizes					
Monarch*	3-7/8 x 7-1/2	#10 Commercial*	4-1/8 x 9-1/2	Catalog*	9 x 12

** Most popular sizes*

ENVELOPE BASICS

WINDOW ENVELOPES

Modern window envelopes may be used for a variety of applications. Standard windows are rectangular with slightly rounded corners. Special window sizes and styles are also available.



ITEM	SIZE	STANDARD WINDOW SIZE	POSITION FROM	
			LEFT	BOTTOM
6-1/4	3-1/2 x 6	1-1/8 x 4-1/2	3/4	5/8
6-3/4	3-5/8 x 6-1/2	1-1/8 x 4-1/2	7/8	5/8
7	3-3/4 x 6-3/4	1-1/8 x 4-1/2	7/8	5/8
Monarch	3-7/8 x 7-1/2	1-1/8 x 4-1/2	7/8	5/8
7-3/4	3-7/8 x 7-1/2	1-1/8 x 4-1/2	7/8	5/8
8-5/8 Check	3-5/8 x 8-5/8	1 x 4	1	3/4
9	3-7/8 x 8-7/8	1-1/8 x 4-1/2	7/8	5/8
10	4-1/8 x 9-1/2	1-1/8 x 4-1/2	7/8	5/8
FASTforward® 10	4-1/8 x 9-1/2	1-1/8 x 4-1/2	7/8	5/8
11	4-1/2 x 10-3/8	1-1/8 x 4-1/2	7/8	5/8
12	4-3/4 x 11	1-1/8 x 4-1/2	7/8	5/8
14	5 x 11-1/2	1-1/8 x 4-1/2	7/8	5/8