



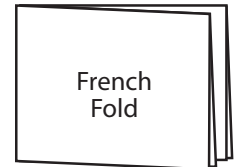
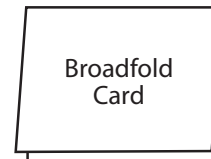
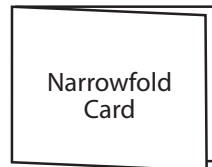
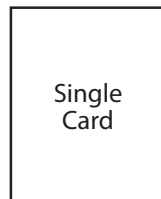
PRINT, MARKETING, & MAIL SOLUTIONS

ENVELOPE BASICS

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



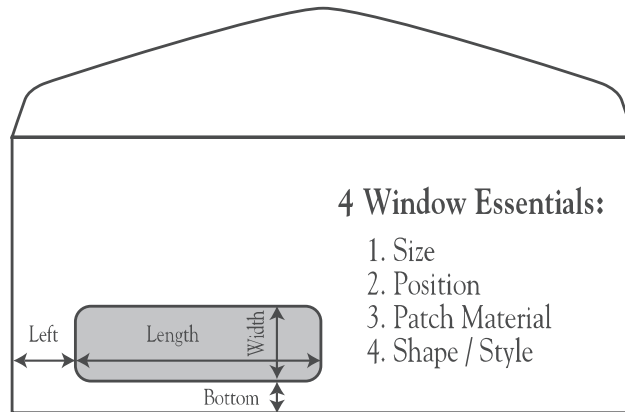
Other common envelope sizes					
Monarch*	3-7/8 x 7-1/2	#10 Commercial*	4-1/8 x 9-1/2	Catalog*	9 x 12

** 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

WINDOW ENVELOPES