



ENVELOPE SIZES AND DESCRIPTIONS:

Business & Correspondence

Widely used for business and personal correspondence. Commercial and Side Seam flap styles are ideal for machine insertion. Wallet flaps provide a large area ideal for imprinting. Square flaps are contemporary, but not recommended for machine insertion.

TYPE	SIZE
6 1/4	3.5" x 6"
6 3/4	3.625" x 6.5"
8 5/8	3.625" x 8.625"
7	3.75" x 6.75"
Monarch (7 3/4)	3.875" x 7.5"
9	3.875" x 8.875"
9 (policy)	4" x 9"
10	4.125" x 9.5"
DL	4.313" x 8.625"
11	4.5" x 10.375"
12	4.75" x 11"
14	5" x 11.5"
16	6" x 12"

Booklet

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

TYPE	SIZE
3	4.75" x 6.5"
4 1/2	5.5" x 7.5"
5	5.5" x 8.125"
6	5.75" x 8.875"
6 1/2	6" x 9"
6 5/8	6" x 9.5"
6 3/4	6.5" x 9.5"
7 1/4	7" x 10"
7 1/2	7.5" x 10.5"
9	8.75" x 11.5"
9 1/2	9" x 12"
10	9.5" x 12.625"
13	10" x 13"

Catalog

Center seam makes this style more durable for mailing heavy-weight materials. These envelopes can not be processed through inserting equipment or run through a laser printer.

TYPE	SIZE
1	6" x 9"
1 3/4	6.5" x 9.5"
3	7" x 10"
6	7.5" x 10.5"
8	8.25" x 11.25"
9 3/4	8.75" x 11.25"
10 1/2	9" x 12"
12 1/2	9.5" x 12.5"
13 1/2	10" x 13"
14 1/2	11.5" x 14.5"
15	10" x 15"
15 1/2	12" x 15.5"

Square

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

TYPE	SIZE
5"	5" x 5"
5 1/2"	5.5" x 5.5"
6"	6" x 6"
6 1/2"	6.5" x 6.5"
7"	7" x 7"
7 1/2"	7.5" x 7.5"
8"	8" x 8"
8 1/2"	8.5" x 8.5"
9"	9" x 9"
9 1/2"	9.5" x 9.5"
10"	10" x 10"
13 1/2"	13.5" x 13.5"

Baronial

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

TYPE	SIZE
Professional*	2.125" x 3.625"
#16 (Mrs.)*	2.375" x 3.375"
#17 (Mr. & Mrs.)*	2.6875" x 3.6875"
Gladstone*	3.563" x 5.562"
4-Bar	3.625" x 5.125"
5 1/2-Bar	4.375" x 5.75"
Walton Inside	6.5" x 6.5"
6-Bar/Walton Outside	4.75" x 6.5"
Lee	5.25" x 7.25"
Linwood/Monona Inside	5.25" x 7.5"
Monona Outside	5.5" x 7.75"

* This size is too small to mail.

Announcement

Also called A-style, this contemporary design is ideal for photographs, greeting cards, small booklets, and promotional pieces. Do not confuse the A-4 size with metric A4 paper, which fits into a DL size Commercial envelope.

TYPE	SIZE
A-2	4.375" x 5.75"
A-6	4.75" x 6.5"
A-7	5.25" x 7.25"
A-8	5.5" x 8.125"
A-9	5.75" x 8.75"
A-10	6" x 9.5"

Remittance

Large flap is useful for printing additional messages and offers. Used for direct mail, coupons, applications, statements, and more.

TYPE	SIZE
6 1/4	6" x 3.5"
6 1/2	6.25" x 3.5"
6 3/4	6.5" x 3.625"
9	8.875" x 3.875"