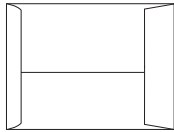


## COMMON ENVELOPE SIZES

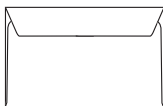
### Business

Type	Size	Enclosure
6 <sup>1</sup> / <sub>4</sub>	3.5" x 6"	3.25" x 5.75"
6 <sup>3</sup> / <sub>4</sub>	3.625" x 6.5"	3.5" x 6.25"
8 <sup>5</sup> / <sub>8</sub>	3.625" x 8.625"	3.5" x 8.375"
7	3.75" x 6.75"	3.5" x 6.5"
Monarch (7 <sup>1</sup> / <sub>2</sub> )	3.9375" x 7.5"	3.6875" x 7.25"
9	3.875" x 8.875"	3.75" x 8.675"
10	4.125" x 9.5"	4" x 9.25"
10 <sup>1</sup> / <sub>2</sub>	4.5" x 9.5"	4.25" x 9.25"
11	4.5" x 10.375"	4.25" x 10.125"
12	4.75" x 11"	4.5" x 10.75"
14	5" x 11.5"	4.75" x 11.25"
16	6" x 12"	5.75" x 11.75"



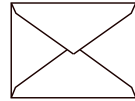
### Catalog

Type	Size	Enclosure
1	6" x 9"	5.75" x 8.75"
1 <sup>3</sup> / <sub>4</sub>	6.5" x 9.5"	6.25" x 9.25"
3	7" x 10"	6.75" x 9.5"
6	7.5" x 10.5"	7.25" x 10"
8	8.25" x 11.25"	8" x 10.75"
9 <sup>3</sup> / <sub>4</sub>	8.75" x 11.25"	8.5" x 10.75"
10 <sup>1</sup> / <sub>2</sub>	9" x 12"	8.75" x 11.5"
12 <sup>1</sup> / <sub>2</sub>	9.5" x 12.5"	9.25" x 12"
13 <sup>1</sup> / <sub>2</sub>	10" x 13"	9.75" x 12.5"
14 <sup>1</sup> / <sub>2</sub>	11.5" x 14.5"	11.25" x 14"
15	10" x 15"	9.75" x 14.5"
15 <sup>1</sup> / <sub>2</sub>	12" x 15.5"	11.75" x 15"



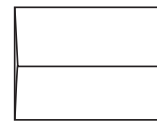
### Booklet

Type	Size	Enclosure
6	5.75" x 8.875"	5.5" x 8.375"
6 <sup>1</sup> / <sub>2</sub>	6" x 9"	5.75" x 8.75"
6 <sup>5</sup> / <sub>8</sub>	6" x 9.5"	5.75" x 9"
6 <sup>3</sup> / <sub>4</sub>	6.5" x 9.5"	6.25" x 9"
Slim Jim	6" x 10.5"	5.75" x 10"
Slim Jim	6" x 11.375"	5.75" x 10"
7 <sup>1</sup> / <sub>2</sub>	7.5" x 10.5"	7.25" x 10"
9	8.75" x 11.5"	8.5" x 11"
9 <sup>1</sup> / <sub>2</sub>	9" x 12"	8.75" x 11.5"
10	9.5" x 12.625"	9.25" x 12.125"
13	10" x 13"	9.75" x 12.5"
15	10" x 15"	9.75" x 14.5"



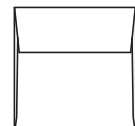
### Baronial

Type	Size	Enclosure
	3.5625" x 5.5625"	3.3125" x 5.3125"
4 Baronial	3.625" x 5.125"	3.5" x 4.875"
5 Baronial	4.125" x 5.625"	4" x 5.375"
	4.25" x 6.75"	4" x 6.5"
5 <sup>1</sup> / <sub>2</sub> Baronial	4.375" x 5.75"	4.25" x 5.5"
6 Baronial	4.75" x 6.5"	4.625" x 6.25"
6 <sup>3</sup> / <sub>4</sub> Baronial	4.75" x 6.75"	4.25" x 6.5"
5 <sup>1</sup> / <sub>4</sub> x 7 <sup>1</sup> / <sub>2</sub>	5.25" x 7.50"	5" x 7.25"
7 <sup>1</sup> / <sub>2</sub>	5.5" x 7.5"	5.25" x 7.25"



### Announcement

Type	Size	Enclosure
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-10	6" x 9.5"	5.75" x 9.25"



### Square

Type	Size	Enclosure
5	5" x 5"	4.75" x 4.75"
5 <sup>1</sup> / <sub>2</sub>	5.5" x 5.5"	5.25" x 5.25"
6	6" x 6"	5.75" x 5.75"
6 <sup>1</sup> / <sub>2</sub>	6.5" x 6.5"	6.25" x 6.25"
7 <sup>1</sup> / <sub>2</sub>	7.5" x 7.5"	7.25" x 7.25"
9	9" x 9"	8.75" x 8.75"
10	10" x 10"	9.75" x 9.75"
13	13" x 13"	12.75" x 12.75"

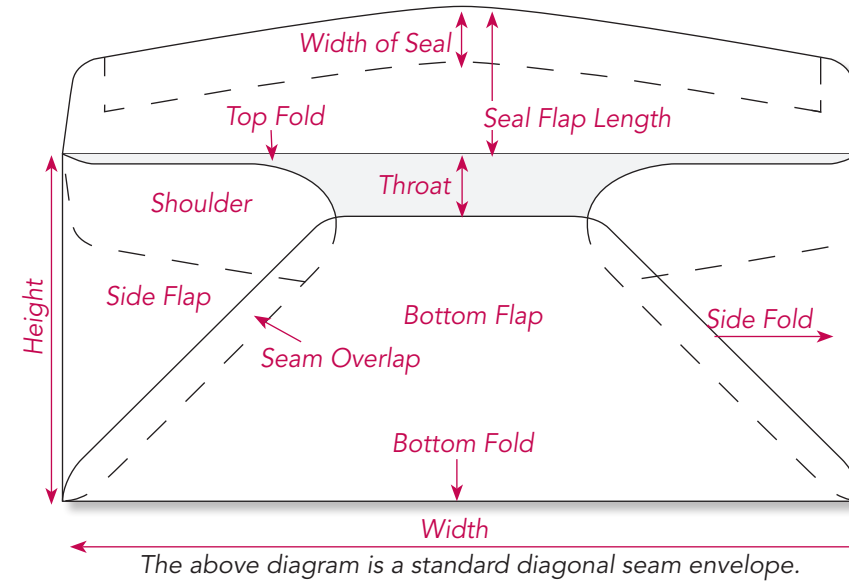
## THE BASICS

### Starting with the Basics

We have all the information you need to make sense of envelope terminology and find the products you're looking for.

### An Envelope's Parts

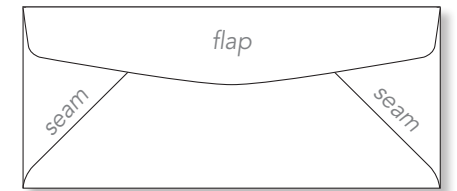
Regardless of size or variations, an envelope has the same basic parts: corners, flaps, folds, shoulders, throat, seal and seams.



## ENVELOPES 101

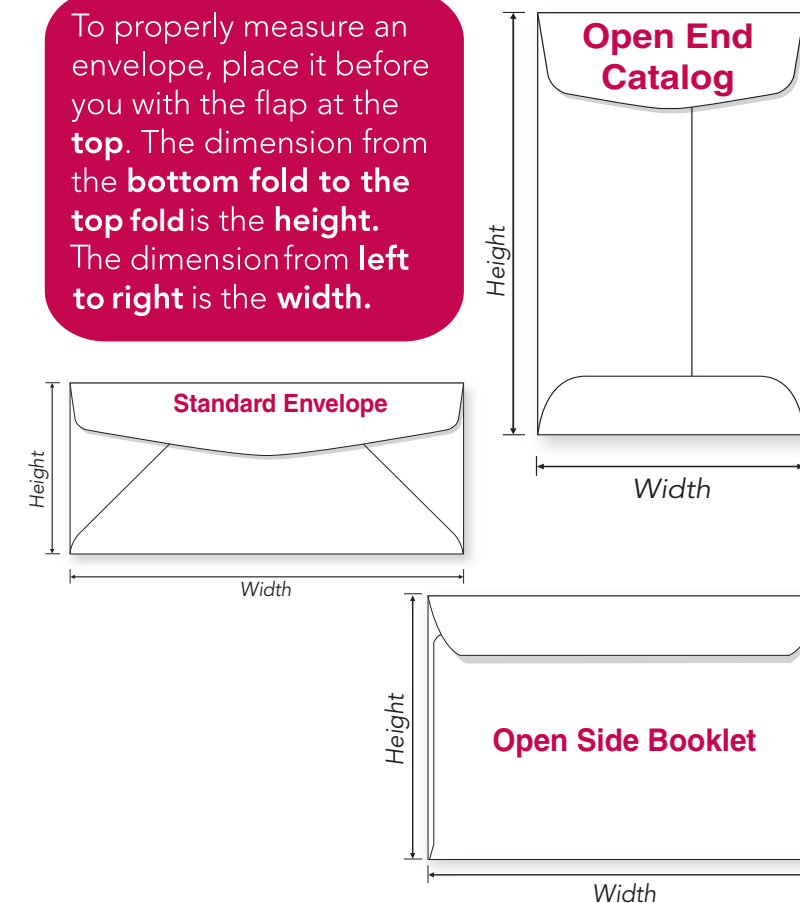


Envelope Face



Envelope Back

To properly measure an envelope, place it before you with the flap at the **top**. The dimension from the **bottom fold to the top fold** is the **height**. The dimension from **left to right** is the **width**.



## MEASURING AN ENVELOPE

### Booklet = Open Side (O.S.)

Open side envelopes have the opening or seal flap on the long dimension. When an envelope opens on the longest side, it's called a booklet envelope or an open side envelope.

### Catalog = Open End (O.E.)

Open end envelopes have the opening or seal flap on the short side. When an envelope opens on the shortest side, it's called a catalog or an open end envelope. Catalogs and coin envelopes are the principal open end products we have in stock.