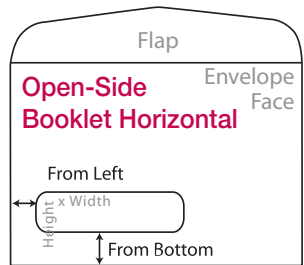
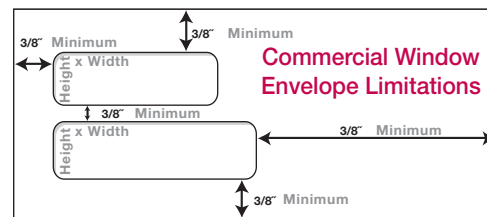
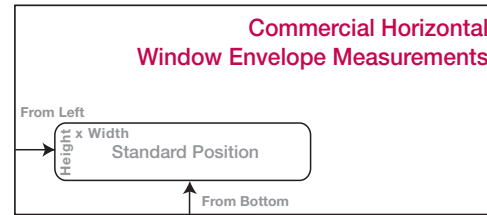
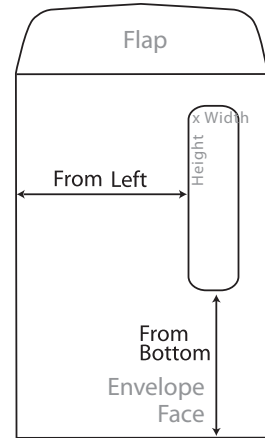
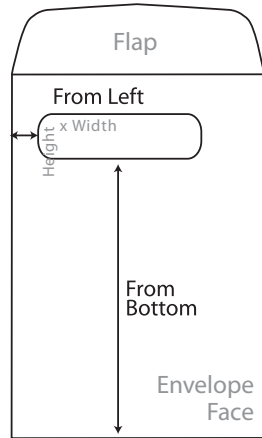
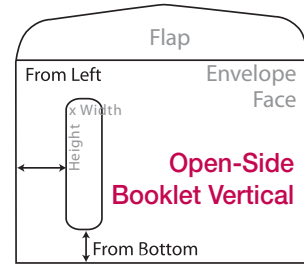


MEASURING A WINDOW

Window size is always specified as **Height x Width**. Following is a list of the **Standard Size** and **Position** of windows on commercial style envelopes. Any combination other than that shown below is considered special.



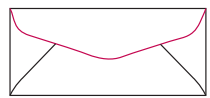
Open-End Catalog Horizontal

Open-End Catalog Vertical

FLAP STYLES

Bottom and side flaps form an envelope's body and are usually **permanently bonded** in the folding operation. Seal flaps **vary widely** among envelopes styles. The **most common** flap shapes are:

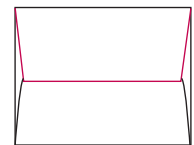
Bankers – Used on commercial style envelopes to provide additional sealing area.



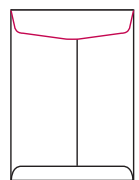
Cheese Blades – Used on booklets.



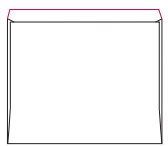
Square – Used on announcements and some booklets.



Hub – Used on catalogs.



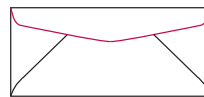
Extension – Are constructed without a flap, but rather with an extension of the face, neither gummed nor scored, to assist with material insertion.



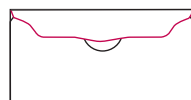
Monarch – Used on #7½ envelope flaps.



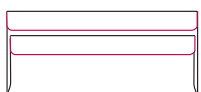
Standard Commercial Flap – Used on commercials.



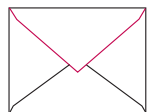
Scalloped – Used on Church Offering envelopes.



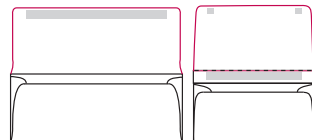
Flip-Stik – Latex adhesive is applied on two flaps and separated until sealing.



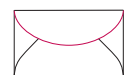
Pointed – Used on most baronials.



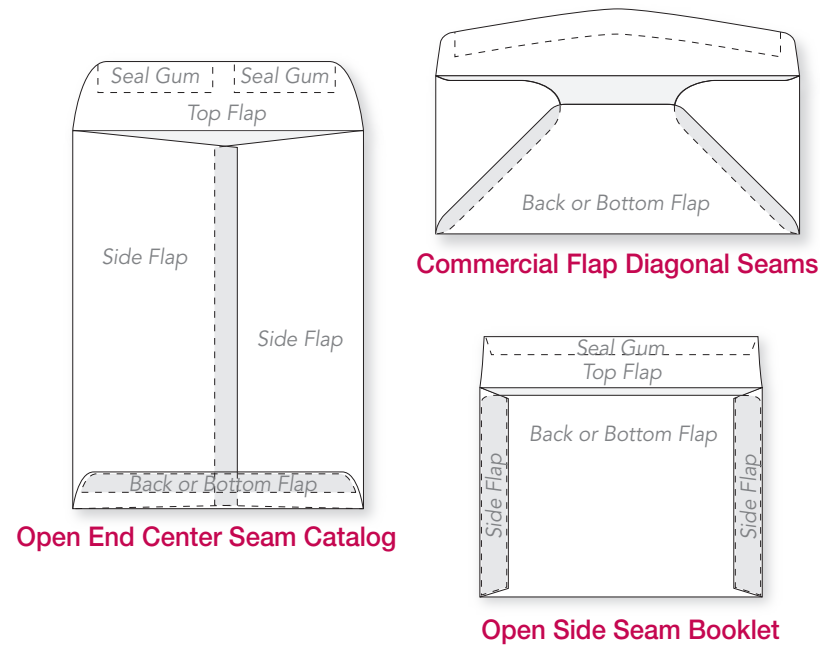
Wallet – Provide additional area for printing on both the back and seal flap; used on dual purpose, some commercials, collections, and order-form envelopes.



Round – Used on some small coin, drug and pay envelopes.



SEAMS



Commercial Flap Diagonal Seams

Open End Center Seam Catalog

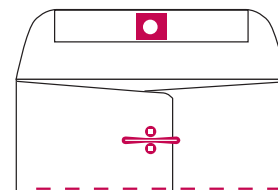
Open Side Seam Booklet

Center Seams Most commonly used on coin and catalog envelopes.

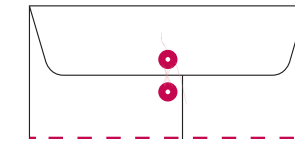
Diagonal Seams Used on commercials and pointed flap baronials.

Side Seams Provide a large area for printing on the back, as in reverse face, collection and booklet envelopes.

SEALS & CLOSURES



Clasp
Reinforced, double-pronged metal clasp for added security. Should not be run through automated processes after conversion.

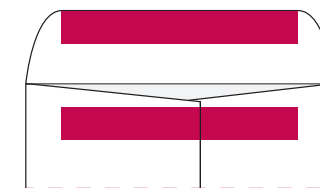


String & Button
Tie-down closures ready for repeat opening or secured sealing.

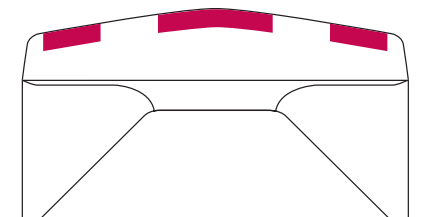
Seals and Closures- there are a wide variety of envelope seals and closures, including: Clasp, String & Button, Flip-Stik Seal, Pres-Stik, Kwik-Tak, Split Seal and Remoistening Seals.



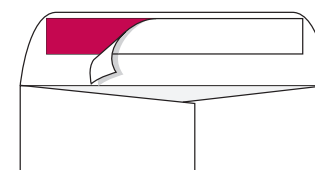
Flip-Stik Seal
Latex adhesive applied on two flap surfaces and folded to keep them separated until sealing; no moisture required.



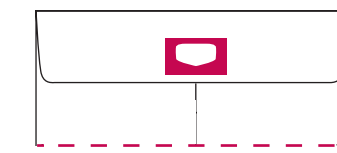
Pres-Stik®
Self-adhering latex adhesive applied to two surfaces that seals on contact when joined.



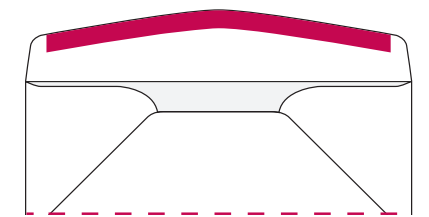
Split Seal
A gum seal split into sections and activated by moistening the flap for a permanent seal; better for storing envelopes in humid conditions.



Kwik-Tak® Seal
Release tape liner applied over a resin adhesive. Remove liner and press flap down to seal; no moisture required.



Multi-Tak™
Seal Tape closure for reusable sealing; can be printed after conversion.



Remoistening Seal
A gum seal activated by moistening the flap for a permanent seal.