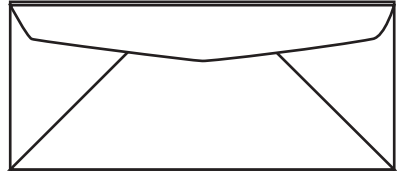


ENVELOPE SIZE GUIDE

COMMERCIAL/CORRESPONDENCE

Most common envelope. Used for business and personal correspondence.

NO.	DIMENSIONS
6 ¼	3.5" x 6"
* 6 ¾	3.625" x 6.5"
7 ¾	3.875" x 7.5"
8 ⅝	3.875" x 7.5"
8	3.625" x 8.625"
* 9	3.875" x 8.875"
* 10	4.125" x 9.5"
11	4.5" x 10.375"
12	4.75" x 11"
14	5" x 11.5"



ANNOUNCEMENT

For announcements, small booklets or business stationary. 'A' style envelopes are made with text weight papers.

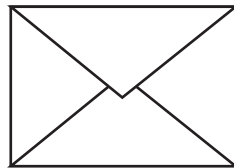
NO.	DIMENSIONS
* A2	4.375 x 5.75
* A6	4.75 x 6.5
* A7	5.25 x 7.25
A8	5.5 x 8.125
A9	5.75 x 8.75
A10	6 x 9.5



BARONIAL

Classic design with a pointed flap for formal business announcements, invitations and changes of address.

NO.	DIMENSIONS
4	3.625 x 5.125
5	4.125 x 5.5
* 5.5	4.375 x 5.75
* 6	4.75 x 6.5
* LEE	5.25 x 7.25



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REMITTANCE

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

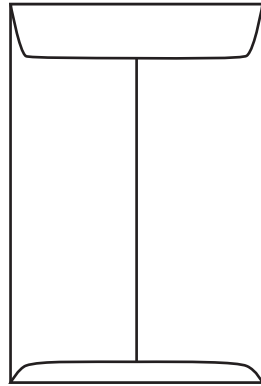
NO.	DIMENSIONS
6 ¼	6 x 3.5
6 ½	6.25 x 3.5
6 ¾	6.5 x 3.625
9	8.875 x 3.875



CATALOG

For catalogs, booklets and other heavy enclosures usually inserted by hand.

NO.	DIMENSIONS
*1	6 x 9
1 ¾	6.5 x 9.5
3	7 x 10
6	7.5 x 10.5
8	8.25 x 11.25
9 ¾	8.75 x 11.25
*10 ½	9 x 12
*12 ½	9.5 x 12.5
*13 ½	10 x 13
14 ½	11.25 x 14.5
15	10 x 15



BOOKLET

For annual reports, brochures and any variety of printed material. Open side allows for volume mailings to be process inserted and sealed with equipment.

NO.	DIMENSIONS
3	6.5 x 4.75
5	8.5 x 5.5
6	8.875 x 5.75
*6 ½	9 x 6
*6 ¾	9.5 x 6.5
7 ¼	10 x 7
7 ½	10.5 x 7.5
9	11.5 x 8.75
*9 ½	12 x 9
*10	12.625 x 9.5
*13	13 x 10

