



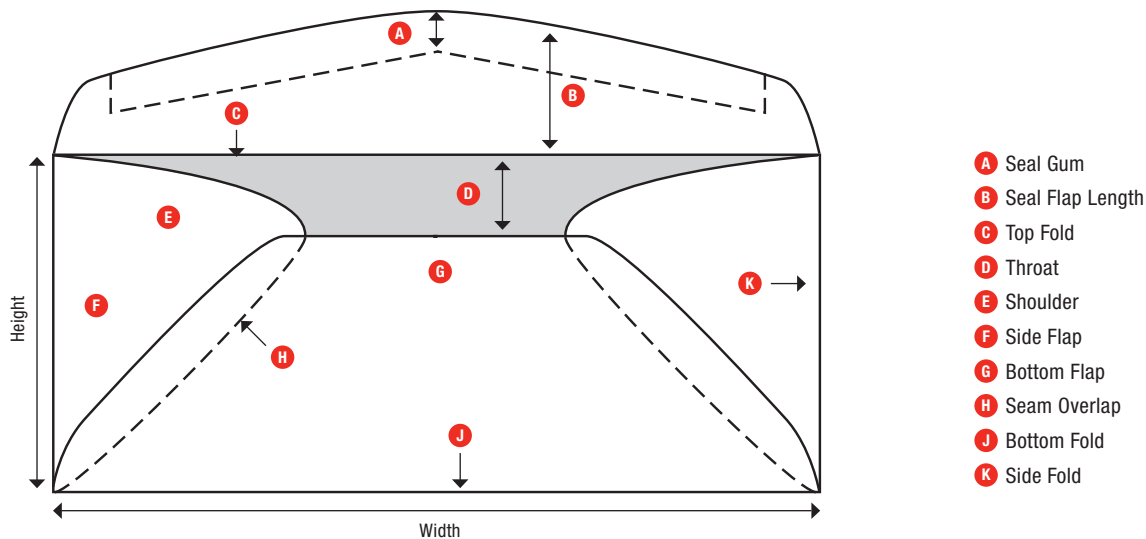
ENVELOPE GUIDE

An expert guide on essential envelope information including envelope construction, measurements, common sizes, styles, seals, closures, and more.

Envelope Construction & Measurements

Envelopes can be manufactured in a wide array of shapes and sizes, and they can also be made using many colors, finishes and paper weights. Almost all envelopes stem from two basic construction styles: they are either open side (booklet) or open end (catalog). These two styles can be used to develop dozens of different envelope designs to meet your customer's needs.

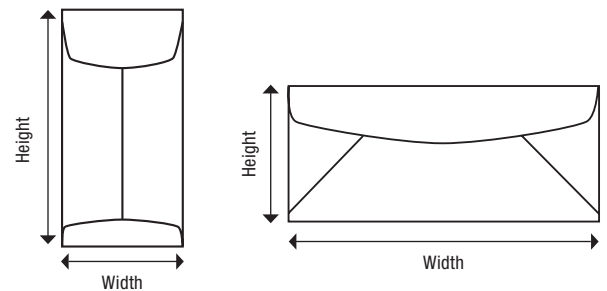
Anatomy of an Envelope



The above diagram is a standard diagonal seam envelope.

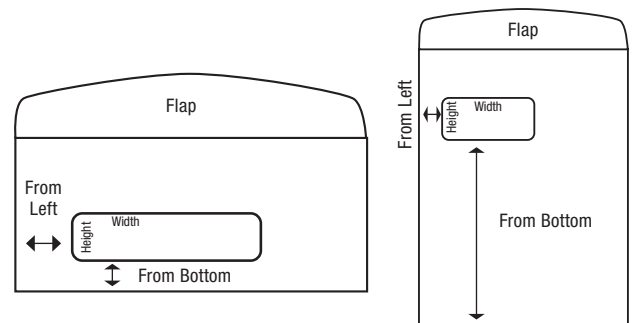
Measuring an Envelope

Measuring an envelope is a simple yet important process. Although envelopes are always measured in inches from the shortest dimension first, this practice does not distinguish the height from the width. First, place the envelope before you with the seal flap at the top. The dimension from the bottom fold to the top fold is the height. The dimension from the left to right is the width. Simply considering the position of the flap is the first step in describing envelopes.

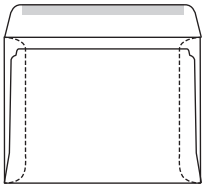


Measuring a Window Size & Position

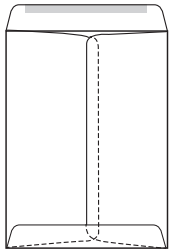
Window size is always specified as height x width. Window positions are always measured with the flap at the top of the envelope and by their distance from the left of the envelope and the distance from the bottom of the envelope.



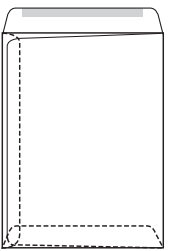
Construction Styles



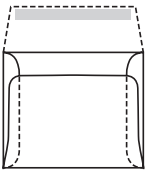
Booklet (OSSS)



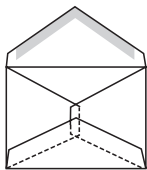
Open End, Center Seam (OECS)



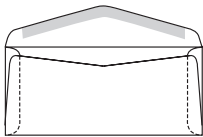
Open End, Single Side Seam (OESS)



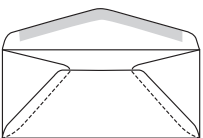
A-Style Announcement



Baronial Style



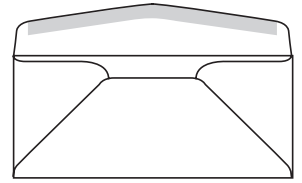
Commercial Flap, Side Seam (OSSS)



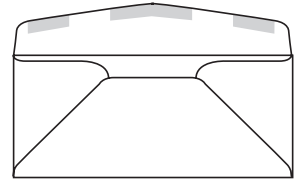
Commercial Flap, Diagonal Seam (OSDS)

Seals and Closures

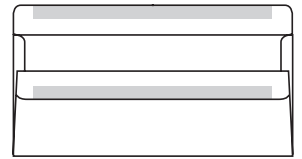
Remoistening Full Seal: A gum seal activated by moistening the flap for a permanent seal. This is the standard envelope gum.



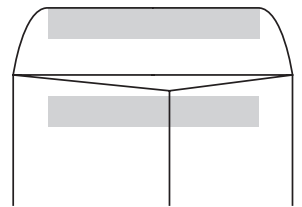
Split Seal: A gum seal split into sections and activated by moistening the flap for a permanent seal; better for storing envelopes in humid conditions.



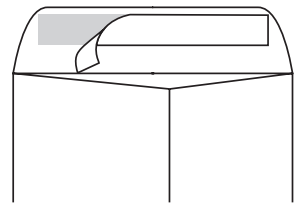
Flip & Seal: Latex adhesive applied on two flap surfaces and folded to keep them separated until sealing; no moisture required.



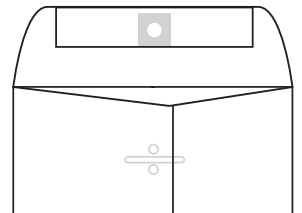
Latex Seal: Self-adhering latex adhesive applied to two surfaces that seals on contact when joined. Sometimes also called "Self Seal".



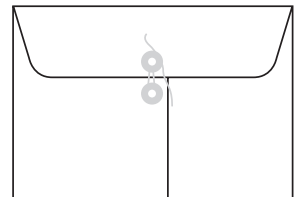
Peel & Seal: Release tape liner applied over a resin adhesive. Remove liner and press flap down to seal; no moisture required.



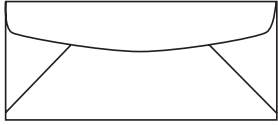
Clasp: Reinforced, double-pronged metal clasp for added security. Should not be run through automated processes after conversion.



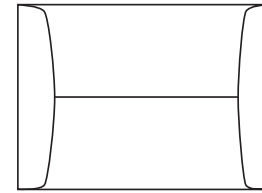
String & Button: Tie-down closures ready for repeat opening or secured sealing.



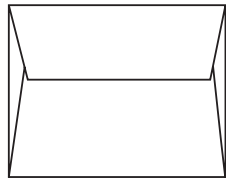
Common Envelope Sizes



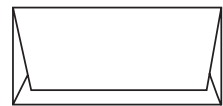
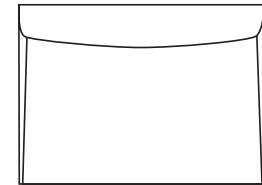
Commercial Envelope	Dimensions (in)	Weight per M
5	3-1/8 x 5-1/2	7 lbs
6-1/4	3-1/2 x 6	8 lbs
6-3/4	3-5/8 x 6-1/2	9 lbs
7	3-3/4 x 6-3/4	9 lbs
7-1/2	3-15/16 x 7-1/2	11 lbs
8-5/8	3-5/8 x 8-5/8	12 lbs
9	3-7/8 x 8-7/8	12 lbs
10	4-1/8 x 9-1/2	14 lbs
11	4-1/2 x 10-3/8	17 lbs
12	4-3/4 x 11	19 lbs
14	5 x 11-1/2	20 lbs



Catalog (OE) Dimensions (in)	Weight per M	
	24 [#] White Wove	28 [#] White Wove
6 x 9	18 lbs	21 lbs
6-1/2 x 9-1/2	20 lbs	24 lbs
7 x 10	23 lbs	27 lbs
7-1/2 x 10-1/2	25 lbs	29 lbs
8-3/4 x 11-1/4	30 lbs	34 lbs
9 x 12	33 lbs	39 lbs
9-1/2 x 12-1/2	36 lbs	42 lbs
10 x 13	39 lbs	46 lbs
10 x 15	n/a	53 lbs
11-1/2 x 14-1/2	n/a	58 lbs
12 x 15-1/2	n/a	64 lbs

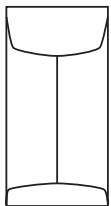


Announcement Envelope	Dimensions (in)	Weight per M
A-2	4-3/8 x 5-3/4	10 lbs
A-6	4-3/4 x 6 1/2	11 lbs
A-7	5-1/4 x 7-1/4	13 lbs
A-8	5-1/2 x 8-1/8	14 lbs
A-9	5-3/4 x 8-3/4	18 lbs
A-10	6 x 9-1/2	22 lbs



Remittance Envelope	Dimension (in)	Weight per M
6-1/4	3-1/2 x 6-1/4	11 lbs
6-3/4	3-5/8 x 6-1/2	11 lbs
9	3-7/8 x 8-7/8	15 lbs

Booklet (OS) Dimensions (in)	Weight per M	
	24 [#] White Wove	28 [#] White Wove
5-1/2 x 7-1/2	13 lbs	n/a
5-1/2 x 8-1/8	14 lbs	n/a
5-1/2 x 8-1/2	15 lbs	n/a
5-3/4 x 8-7/8	16 lbs	n/a
6 x 9	17 lbs	20 lbs
6 x 9-1/2	18 lbs	21 lbs
6-1/2 x 9-1/2	19 lbs	22 lbs
7 x 10	22 lbs	25 lbs
7-1/2 x 10-1/2	24 lbs	28 lbs
8-3/4 x 11-1/2	30 lbs	35 lbs
9 x 12	32 lbs	38 lbs
9-1/2 x 12-5/8	36 lbs	42 lbs
10 x 13	38 lbs	45 lbs
10 x 15	n/a	51 lbs



Coin Envelope	Dimensions (in)	Weight per M
1	2-1/4 x 3-1/2	4 lbs
3	2-1/2 x 4-1/4	4 lbs
4	3 x 4-1/2	5 lbs
4-1/2	3 x 4-7/8	5 lbs
5	2-7/8 x 5-1/4	5 lbs
5-1/2	3-1/8 x 5-1/2	6 lbs
6	3-3/8 x 6	8 lbs
7	3-1/2 x 6-1/2	9 lbs