

STANDARD ENVELOPE SIZES

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	ENCLOSURE
6 1/4	3.5" x 6"	3.25" x 5.75"
6 3/4	3.625" x 6.5"	3.5" x 6.25"
8 5/8	3.625" x 8.625"	3.5" x 8.375"
7	3.75" x 6.75"	3.5" x 6.5"
Monarch (7 3/4)	3.875" x 7.5"	3.75" x 7.25"
9	3.875" x 8.875"	3.75" x 8.675"
9 (policy)	4" x 9"	3.75" x 8.5"
10	4.125" x 9.5"	4" x 9.25"
DL	4.313" x 8.625"	4.125" x 8.375"
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"

BOOKLET

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

TYPE	SIZE	ENCLOSURE
3	4.75" x 6.5"	4.5" x 6"
4 1/2	5.5" x 7.5"	5.25" x 7"
5	5.5" x 8.125"	5.25" x 7.625"
6	5.75" x 8.875"	5.5" x 8.375"
6 1/2	6" x 9"	5.75" x 9"
6 5/8	6" x 9.5"	5.75" x 9"
6 3/4	6.5" x 9.5"	6.25" x 9"
7 1/4	7" x 10"	6.75" x 9.5"
7 1/2	7.5" x 10.5"	7.25" x 10"
9	8.75" x 11.5"	8.5" x 11"
9 1/2	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"

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	ENCLOSURE
1	6" x 9"	5.75" x 8.75"
1 3/4	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 3/4	8.75" x 11.25"	8.5" x 10.75"
10 1/2	9" x 12"	8.75" x 11.5"
12 1/2	9.5" x 12.5"	9.25" x 12"
13 1/2	10" x 13"	9.75" x 12.5"
14 1/2	11.5" x 14.5"	11.25" x 14"
15	10" x 15"	9.75" x 14.5"
15 1/2	12" x 15.5"	11.75" x 15"

SQUARE

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

TYPE	SIZE	ENCLOSURE
5"	5" x 5"	4.75" x 4.75"
5 1/2"	5.5" x 5.5"	5.25" x 5.25"
6"	6" x 6"	5.75" x 5.75"
6 1/2"	6.5" x 6.5"	6.25" x 6.25"
7"	7" x 7"	6.75" x 6.75"
7 1/2"	7.5" x 7.5"	7.25" x 7.25"
8"	8" x 8"	7.75" x 7.75"
8 1/2"	8.5" x 8.5"	8.25" x 8.25"
9"	9" x 9"	8.75" x 8.75"
9 1/2"	9.5" x 9.5"	9.25" x 9.25"

BARONIAL

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

TYPE	SIZE	ENCLOSURE	HAVE DIE*
Professional*	2.125" x 3.625"	2" x 3.5"	Yes
#16 (Mrs.)*	2.375" x 3.375"	2.25" x 3.125"	Yes
#17 (Mr. & Mrs.)*	2.6875" x 3.6875"	2.5625" x 3.5625"	Yes
Gladstone*	3.563" x 5.562"	3.375" x 5.375"	Yes
4-Bar	3.625" x 5.125"	3.475" x 4.875"	Yes
5 1/2-Bar	4.375" x 5.75"	4.25" x 5.5"	Yes
Walton Inside	6.5" x 6.5"	6.25" x 6.25"	Yes
6-Bar/Walton Outside	4.75" x 6.5"	4.625" x 6.25"	Yes
Lee	5.25" x 7.25"	5.125" x 7"	Yes
Linwood/Monona Inside	5.25" x 7.5"	5" x 7.25"	Yes
Monona Outside	5.5" x 7.75"	5.25" x 7.5"	Yes

* This size is too small to mail.

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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	ENCLOSURE	HAVE DIE*
A-2	4.375" x 5.75"	4.25" x 5.5"	Yes
A-6	4.75" x 6.5"	4.625" x 6.25"	Yes
A-7	5.25" x 7.25"	5" x 7"	Yes
A-8	5.5" x 8.125"	5.25" x 7.75"	Yes
A-9	5.75" x 8.75"	5.5" x 8.5"	Yes
A-10	6" x 9.5"	5.75" x 9.25"	Yes