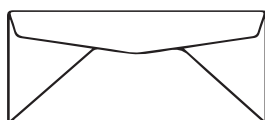


Common Envelope Sizes



Commercial

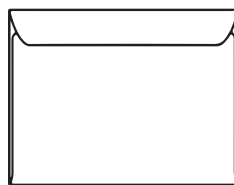
Used for business correspondence. #9 & #10 accommodates standard letterhead. May have a window.



Type	Size	Insert Size
	3.5 x 6	3.25 x 5.5
	3.625 x 6.5	3.375 x 6
	3.75 x 6.75	3.5 x 6.25
#9	3.875 x 8.875	3.625 x 8.5
#10	4.125 x 9.5	4 x 9

Booklet

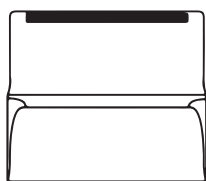
Larger envelopes used for booklets, catalogs, and large documents. Booklet envelopes have a flap & seal on the long edge. Best for mailing larger items.



Size	Insert Size
6 x 9	5.5 x 8.5
6 x 9.5	5.5 x 9
9 x 12	8.5 x 11
10 x 13	9 x 12

Remittance

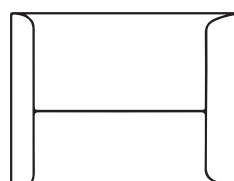
Remittance Envelopes or donation envelopes used for fundraising, money collection, & charity donations.



Type	Size	Flap Size
#6 3/4	3.625 x 6.5	3.5
#9	3.875 x 8.875	3.75

Catalog

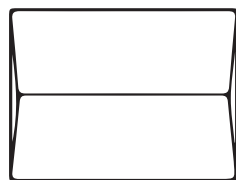
Larger envelopes used for booklets, catalogs, and large documents. Catalog envelopes have a flap & seal on the short edge.



Size	Insert Size
9 x 12	8.5 x 11
10 x 13	9 x 12

Announcement

Announcement style envelopes are commonly used for invitations, greeting cards, and note cards.



Type	Size	Flat Insert Size	Folded Insert Size
A2	4.375 x 5.75	4.25 x 5.5	5.5 x 8.5 (folds to 4.25 x 5.5)
A6	4.75 x 6.5	4.5 x 6.25	6.25 x 9 (folds to 4.5 x 6.25)
A7	5.25 x 7.25	5 x 7	7 x 10 (folds to 5 x 7)
A8	5.5 x 8.125	5.25 x 7.875	7.875 x 10.5 (folds to 5.25 x 7.875)