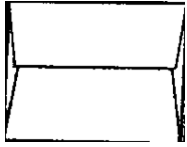


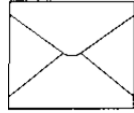
### A-Style



Item	Size
A-2	43/8" x 53/4"
A-6	43/4" x 61/2"
A-7	51/4" x 71/4"
A-8	51/2" x 81/8"
A-9	53/4" x 83/4"
A-10	6" x 91/2"
Slimline	37/8" x 87/8"

# Envelope Information

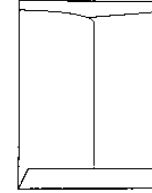
### Baronial



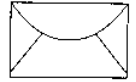
	Size
4 Baronial	35/8" x 51/8"
5 Baronial	41/8" x 51/2"
5 1/2 Baronial	43/8" x 53/4"
6 Baronial	43/4" x 61/2"

### Job Ticket

Size
83/4" x 111/4"
91/2" x 12"



### Drug & Pay



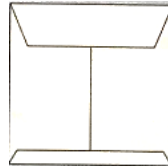
Item	Size
1 Drug	13/4" x 27/8"
2 Drug	21/16" x 31/2"
3 Drug	25/16" x 35/8"
2 Pay	21/2" x 41/4"

### Booklets



Item	Size
3	43/4" x 61/2"
4 1/2	51/2" x 71/2"
5	51/2" x 81/8"
6	53/4" x 87/8"
6 1/2	6" x 9"
6 5/8	6" x 9 1/2"
6 3/4	6 1/2" x 9 1/2"
7 1/4	7" x 10"
7 1/2	7 1/2" x 10 1/2"
9	8 3/4" x 11 1/2"
9 1/2	9" x 12"
10	9 1/2" x 12 5/8"
13	10" x 13"

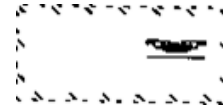
### Squares



Size
6 1/2" x 6 1/2"
7 1/2" x 7 1/2"
8" x 8"
8 1/2" x 8 1/2"
9" x 9"
9 1/2" x 9 1/2"

### Air Mail

Item	Size
#10	4 1/8" x 9 1/2"

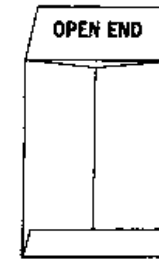


### Coin



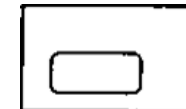
Item	Size
1	2 1/4" x 3 1/2"
3	2 1/2" x 4 1/4"
4	3" x 4 1/4"
4 1/2	3" x 4 7/8"
5	2 7/8" x 5 1/4"
5 1/2	3 1/8" x 5 1/2"
6	3 3/8" x 6"
7	3 1/2" x 6 1/2"

### Jumbo

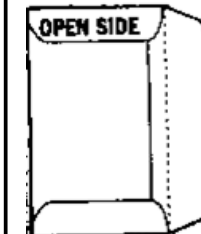


Size
9" x 16"
11" x 17"
12" x 17"
12 1/2" x 16"
12 1/2" x 18 1/2"
13" x 17"
13" x 19"
14" x 16"
14" x 18"
14" x 21"
15" x 18"
15" x 20"
15" x 22"
16" x 20"
17" x 22"
18" x 23"
19" x 26"
20" x 25"
22" x 27"
24" x 30"
24" x 36"

### Standard Window Sizes and Position



Item	Window Size	From Left	From Bottom
6 1/4 Window	1 1/8" x 4 1/2"	3/4"	1/2"
6 3/4 Window	1 1/8" x 4 1/2"	7/8"	1/2"
7 Window	1 1/8" x 4 1/2"	7/8"	1/2"
7 3/4 Window	1 1/8" x 4 1/2"	7/8"	1/2"
8 5/8 or Check Window	1" x 4"	1"	3/4"
9 Window	1 1/8" x 4 1/2"	7/8"	1/2"
10 Window	1 1/8" x 4 1/2"	7/8"	1/2"
Right 10 Window	1 1/8" x 4 1/2"	7/8"	1/2"
11 Window	1 1/8" x 4 1/2"	7/8"	1/2"



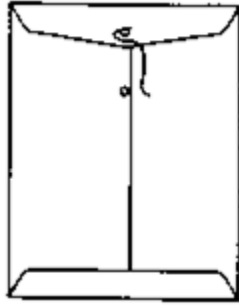
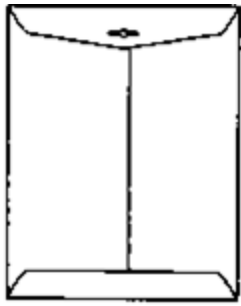
Size
12 1/2" x 18 1/2"
15" x 20"
17" x 22"
20" x 26"
22" x 27"

### File-velope



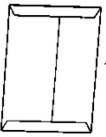
Size – with 1/4" Tab
9" x 11 3/4"

### Clasp or String & Button



Item	Size	Item	Size
5	3 1/8" x 5 1/2"	63	6 1/2" x 9 1/2"
10	3 3/8" x 6"	68	7" x 10"
15	4" x 6 3/8"	75	7 1/2" x 10 1/2"
11	4 1/2" x 10 3/8"	83	8 1/2" x 11 1/2"
25	4 5/8" x 6 3/4"	95	10" x 12"
35	5" x 7 1/2"	97	10" x 13"
14	5" x 11 1/2"	98	10" x 15"
50	5 1/2" x 8 1/4"	105	11 1/2" x 14 1/2"
55	6" x 9"	110	12" x 15 1/2"

### Catalog



Item	Size
1 Scarf	4 5/8" x 6 3/4"
6 Scarf	5 1/2" x 8 1/4"
1 Catalog	6" x 9"
1 3/4 Catalog	6 1/2" x 9 1/2"
3 Catalog	7" x 10"
6 Catalog	7 1/2" x 10 1/2"
9 3/4 Catalog	8 3/4" x 11 1/4"
10 1/2 Catalog	9" x 12"
12 1/2 Catalog	9 1/2" x 12 1/2"
13 1/2 Catalog	10" x 13"
15 Catalog	10" x 15"
14 1/2 Catalog	11 1/2" x 14 1/2"
15 1/2 Catalog	12" x 15 1/2"

### Peel & Seal



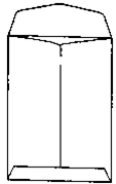
Size	Item	Size	Item	Size	Size
9" x 12"	1	6" x 9"	13 1/2	10" x 13"	9" x 12"
9 1/2" x 12 1/2"	1 3/4	6 1/2" x 9 1/2"	15	10" x 15"	
10" x 13"	6 1/2	7 1/2" x 10 1/2"	14 1/2	11 1/2" x 14 1/2"	
	10 1/2	9" x 12"	15 1/2	12" x 15 1/2"	
	12 1/2	9 1/2" x 12 1/2"			

First Class Mailers

Catalog

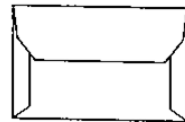
Booklet

### Latex Seal



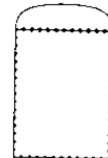
Item	Size
3 coin	2 1/2" x 4 1/4"
5 1/2 Coin	3 1/8" x 5 1/2"
7 Coin	3 1/2" x 6 1/2"
1 Scarf	4 5/8" x 6 3/4"
4 1/2 Scarf	5 1/2" x 7 1/2"
1	6" x 9"
1 3/4	6 1/2" x 9 1/2"
3	7" x 10"
6	7 1/2" x 10 1/2"
10 1/2	9" x 12"
12 1/2	9 1/2" x 12 1/2"
13 1/2	10" x 13"
14 1/2	11 1/2" x 14 1/2"
15 1/2	12" x 15 1/2"

### Document

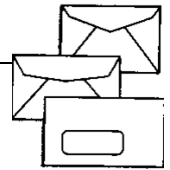


Size
9" x 12"
9 1/2" x 12 1/2"
10" x 15"

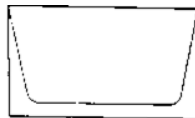
### First Class Mail



Item	Size
6	7 1/2" x 10 1/2"
10	9" x 12"
12 1/2	9 1/2" x 12 1/2"
13 1/2	10" x 13"

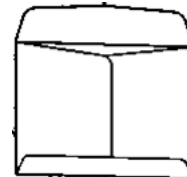


### Remittance or Wallet Flap



Item	Size
6 1/4	3 1/2" x 6"
6 1/2	3 1/2" x 6 1/4"
6 3/4	3 5/8" x 6 1/2"
9	3 7/8" x 8 7/8"

### Business Mailer



Size
9" x 12"
9 1/2" x 12 1/2"
10" x 13"

### Commercials and Officials

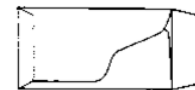
Item	Size
6 1/4	3 1/2" x 6"
6 3/4	3 5/8" x 6 1/2"
7	3 3/4" x 6 3/4"
7 3/4	3 7/8" x 7 1/2"
Monarch	3 7/8" x 7 1/2"
Check	3 5/8" x 8 5/8"
9	3 7/8" x 8 7/8"
10	4 1/8" x 9 1/2"
11	4 1/2" x 10 3/8"
12	4 3/4" x 11"
14	5" x 11 1/2"

### Inter-office, Open Side



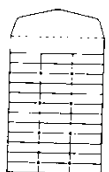
Item	Size
11	4 1/2" x 10 3/8"

### Drive-In Banking Open End



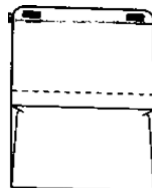
Size
3 3/4" x 7"

### Inter-Office, Open End



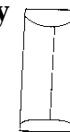
Size
9 1/2" x 12 1/2"
10" x 13"

### Hitch-Hiker

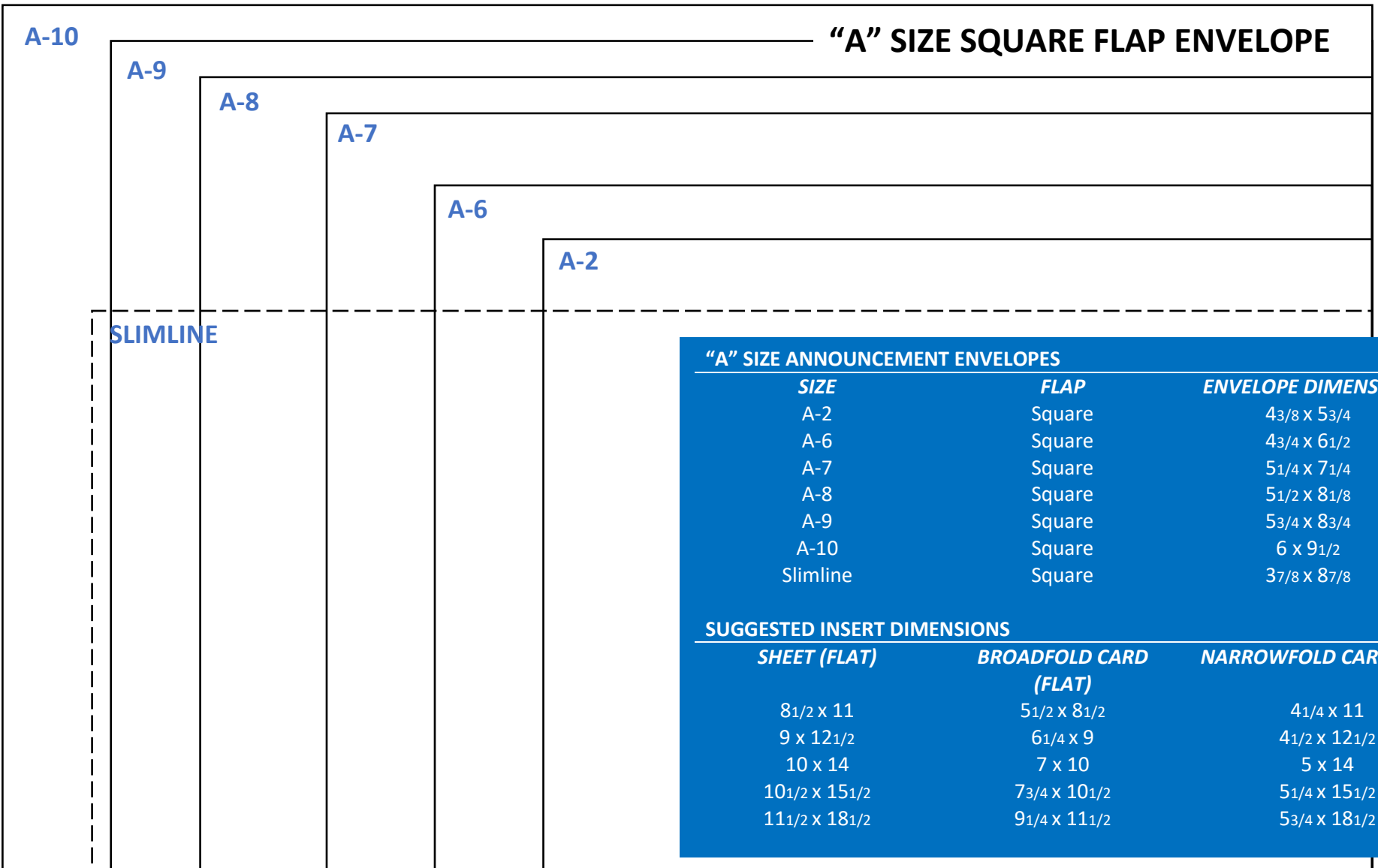


Size	Size Open	For Mail	On Return
No. 1	8 3/8" x 6 1/2"	4 1/4" x 6 1/2"	3 5/8" x 6 1/2"
No. 2	8 3/8" x 8 7/8"	4 1/4" x 8 7/8"	3 5/8" x 8 7/8"

### Policy



Item	Size
10	4 1/8" x 9 1/2"
11	4 1/2" x 10 3/8"
14	5" x 11 1/2"



**"A" SIZE SQUARE FLAP ENVELOPE**

<b>"A" SIZE ANNOUNCEMENT ENVELOPES</b>		
<i>SIZE</i>	<i>FLAP</i>	<i>ENVELOPE DIMENSION</i>
A-2	Square	4 <sup>3</sup> / <sub>8</sub> x 5 <sup>3</sup> / <sub>4</sub>
A-6	Square	4 <sup>3</sup> / <sub>4</sub> x 6 <sup>1</sup> / <sub>2</sub>
A-7	Square	5 <sup>1</sup> / <sub>4</sub> x 7 <sup>1</sup> / <sub>4</sub>
A-8	Square	5 <sup>1</sup> / <sub>2</sub> x 8 <sup>1</sup> / <sub>8</sub>
A-9	Square	5 <sup>3</sup> / <sub>4</sub> x 8 <sup>3</sup> / <sub>4</sub>
A-10	Square	6 x 9 <sup>1</sup> / <sub>2</sub>
Slimline	Square	3 <sup>7</sup> / <sub>8</sub> x 8 <sup>7</sup> / <sub>8</sub>

<b>SUGGESTED INSERT DIMENSIONS</b>		
<i>SHEET (FLAT)</i>	<i>BROADFOLD CARD (FLAT)</i>	<i>NARROWFOLD CARD (FLAT)</i>
8 <sup>1</sup> / <sub>2</sub> x 11	5 <sup>1</sup> / <sub>2</sub> x 8 <sup>1</sup> / <sub>2</sub>	4 <sup>1</sup> / <sub>4</sub> x 11
9 x 12 <sup>1</sup> / <sub>2</sub>	6 <sup>1</sup> / <sub>4</sub> x 9	4 <sup>1</sup> / <sub>2</sub> x 12 <sup>1</sup> / <sub>2</sub>
10 x 14	7 x 10	5 x 14
10 <sup>1</sup> / <sub>2</sub> x 15 <sup>1</sup> / <sub>2</sub>	7 <sup>3</sup> / <sub>4</sub> x 10 <sup>1</sup> / <sub>2</sub>	5 <sup>1</sup> / <sub>4</sub> x 15 <sup>1</sup> / <sub>2</sub>
11 <sup>1</sup> / <sub>2</sub> x 18 <sup>1</sup> / <sub>2</sub>	9 <sup>1</sup> / <sub>4</sub> x 11 <sup>1</sup> / <sub>2</sub>	5 <sup>3</sup> / <sub>4</sub> x 18 <sup>1</sup> / <sub>2</sub>

#10

#9

MONARCH

**CORRESPONDENCE ENVELOPES**

#6 <sup>3</sup>/<sub>4</sub>

<b>CORRESPONDENCE ENVELOPES</b>			
<i>SIZE</i>	<i>FLAP</i>	<i>ENVELOPE DIMENSION</i>	<i>SUGGESTED SHEET DIMENSION</i>
#6 <sup>3</sup> / <sub>4</sub>	Commercial	3 <sup>5</sup> / <sub>8</sub> x 6 <sup>1</sup> / <sub>2</sub>	-
Monarch	Pointed	3 <sup>7</sup> / <sub>8</sub> x 7 <sup>1</sup> / <sub>2</sub>	7 <sup>1</sup> / <sub>4</sub> x 10 <sup>1</sup> / <sub>2</sub>
#9	Commercial	3 <sup>7</sup> / <sub>8</sub> x 8 <sup>7</sup> / <sub>8</sub>	8 <sup>1</sup> / <sub>2</sub> x 11
#10	Commercial	4 <sup>1</sup> / <sub>8</sub> x 9 <sup>1</sup> / <sub>2</sub>	8 <sup>1</sup> / <sub>2</sub> x 11
#10	Square	4 <sup>1</sup> / <sub>8</sub> x 9 <sup>1</sup> / <sub>2</sub>	8 <sup>1</sup> / <sub>2</sub> x 11

6 BARONIAL

## BARONIAL POINTED FLAP ENVELOPE

5 ½ BARONIAL

5 BARONIAL

4 BARONIAL

### BARONIAL ANNOUNCEMENT ENVELOPES

<i>SIZE</i>	<i>FLAP</i>	<i>ENVELOPE DIMENSION</i>	<i>PANELMARGIN</i>	<i>CARD (PLAIN OR PANEL)</i>
4 Baronial	Pointed	3 <sup>5</sup> / <sub>8</sub> x 5 <sup>1</sup> / <sub>8</sub>	½	3 <sup>1</sup> / <sub>2</sub> x 4 <sup>7</sup> / <sub>8</sub>
5 Baronial	Pointed	4 <sup>1</sup> / <sub>8</sub> x 5 <sup>1</sup> / <sub>2</sub>	½	4 x 5 <sup>1</sup> / <sub>4</sub>
5 ½ Baronial	Pointed	4 <sup>3</sup> / <sub>8</sub> x 5 <sup>3</sup> / <sub>4</sub>	½	4 <sup>1</sup> / <sub>4</sub> x 5 <sup>1</sup> / <sub>2</sub>
6 Baronial	Pointed	4 <sup>3</sup> / <sub>4</sub> x 6 <sup>1</sup> / <sub>8</sub>	5/8	4 <sup>5</sup> / <sub>8</sub> x 6 <sup>1</sup> / <sub>4</sub>