ENVELOPES

Addressing Your Envelope Needs!

As the West Coast's leading wholesale print manufacturer, Block Graphics is a trusted supplier of business forms, cut sheets and envelopes and has been for more than 30 years. We offer the quality of a big-city printer, combined with small-town customer service, all at competitive prices. Our dedicated customer service and production teams understand that our ability to deliver as promised, reflects on you and supports your customer relationship.

Two strategically located plants to better serve you!

QUALITY Printing Close to YOU!

Portland, OR
5822 NE Skyport Way
Portland, OR 97218-1248
800.547.3575
info@blockgraphics.com

Sun City, CA
28401 Matthews Road
Sun City, CA 92585
800.247.4471
suncity@blockgraphics.com

Contact Us

Portland:
5822 NE Skyport Way, Portland, OR 97218
PO Box 13530, Portland, OR 97213-0530
Phone: 800.547.3575
Fax: 800.343.5848
Email quote requests to **quote@blockgraphics.com**
Email art files to **artpdx@blockgraphics.com**
Email PO's and order information to **order@blockgraphics.com**

Sun City:
28401 Matthews Road
Sun City, CA 92585
Phone: 800.247.4471
Fax: 888.899.7390
Email: **suncity@blockgraphics.com**

Payment Remit Address:
PO Box 841741
Dallas, TX 75284-1741

blockgraphics.com

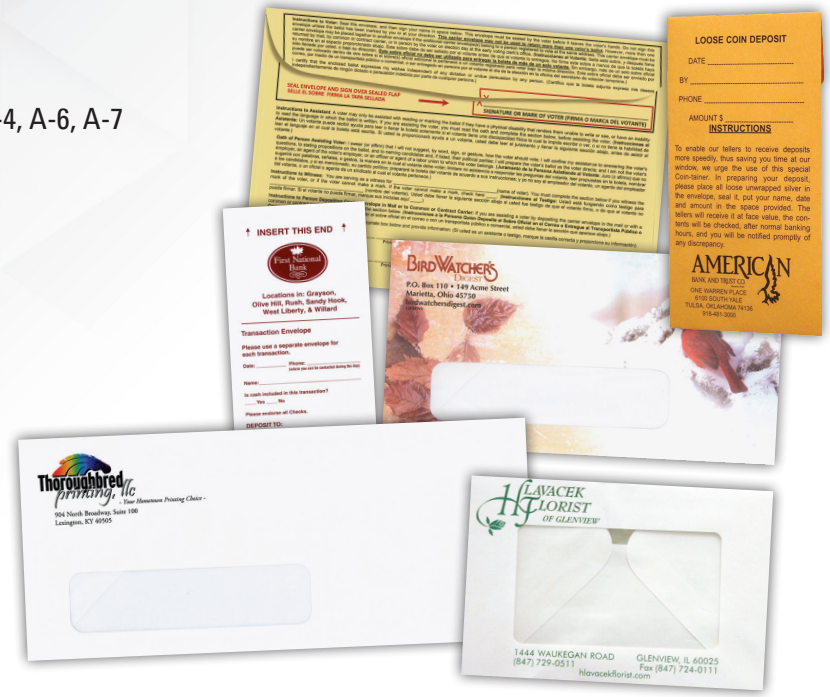
Customer Service

Customer satisfaction is a way of life at Block. From the time an order is placed, through processing, printing and delivery, Block Graphics is committed to your satisfaction. We maintain positive relationships with our distributors through active communication channels and superb customer service. When you work with Block, we consider you a part of our team.

Envelope Capabilities

Standard:
- Diagonal seam
- Side seam
- Sizes: 6½, 6¾, 7, 7¾, 8⅝, 9, 10, 10½, 11, 12, 14, A-2, A-4, A-6, A-7
- Remittance, catalog & booklet
- Drive-up teller
- Latex self seal, peel “n” seal
- Inserting
- Up to 4-color spot printing
- 4-Color process

Custom:
- Special windows-single & double
- Special windows-catalog & booklet
- Custom size envelopes



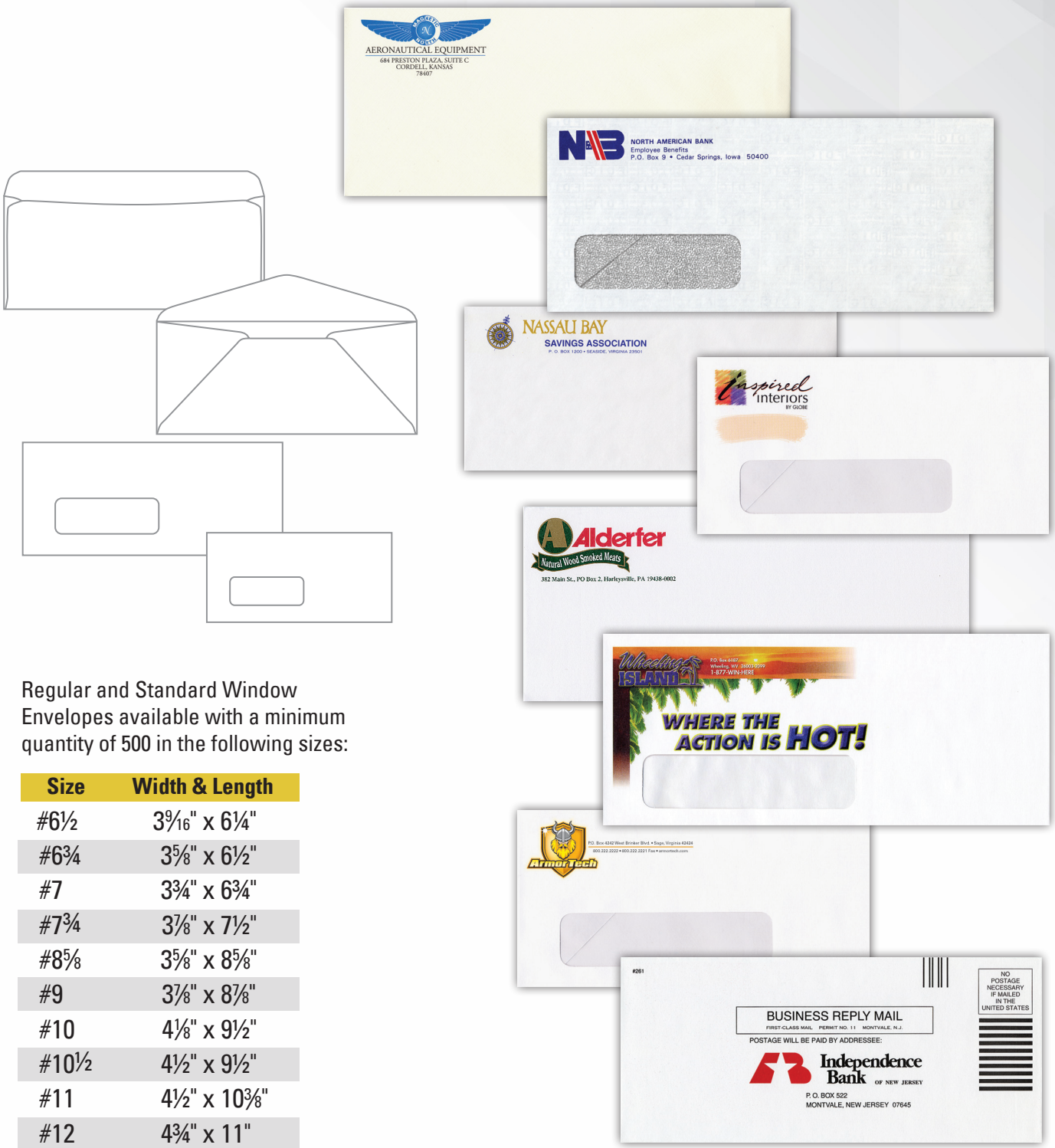
Artwork:

- Block accepts digital files
- Digital files can be submitted by email, website or disk
- Email file limit is 2MB. Please upload larger art files to our FTP site
- CTP Plating Guidelines:
    - Use PDF or PS files. Include ⅛" bleed
    - Spot colors (CMYK for 4-color process on envelopes & letterhead only)
    - Embed or outline all fonts and link or embed the images
    - Standard backers are screened at 50%
- PDF proofs are available only with digital files or with set complete jobs
- Composite files

Supported Applications Include:
- Macintosh Platform
- Adobe Illustrator CC 2014
- Adobe InDesign CC 2014
- Adobe Photoshop CS 6
- Acrobat 10 Professional
- QuarkXPress 8.5
- Forms X

Business Envelopes

Stock business envelope sizes are available in regular and standard windows and feature gummed flaps.

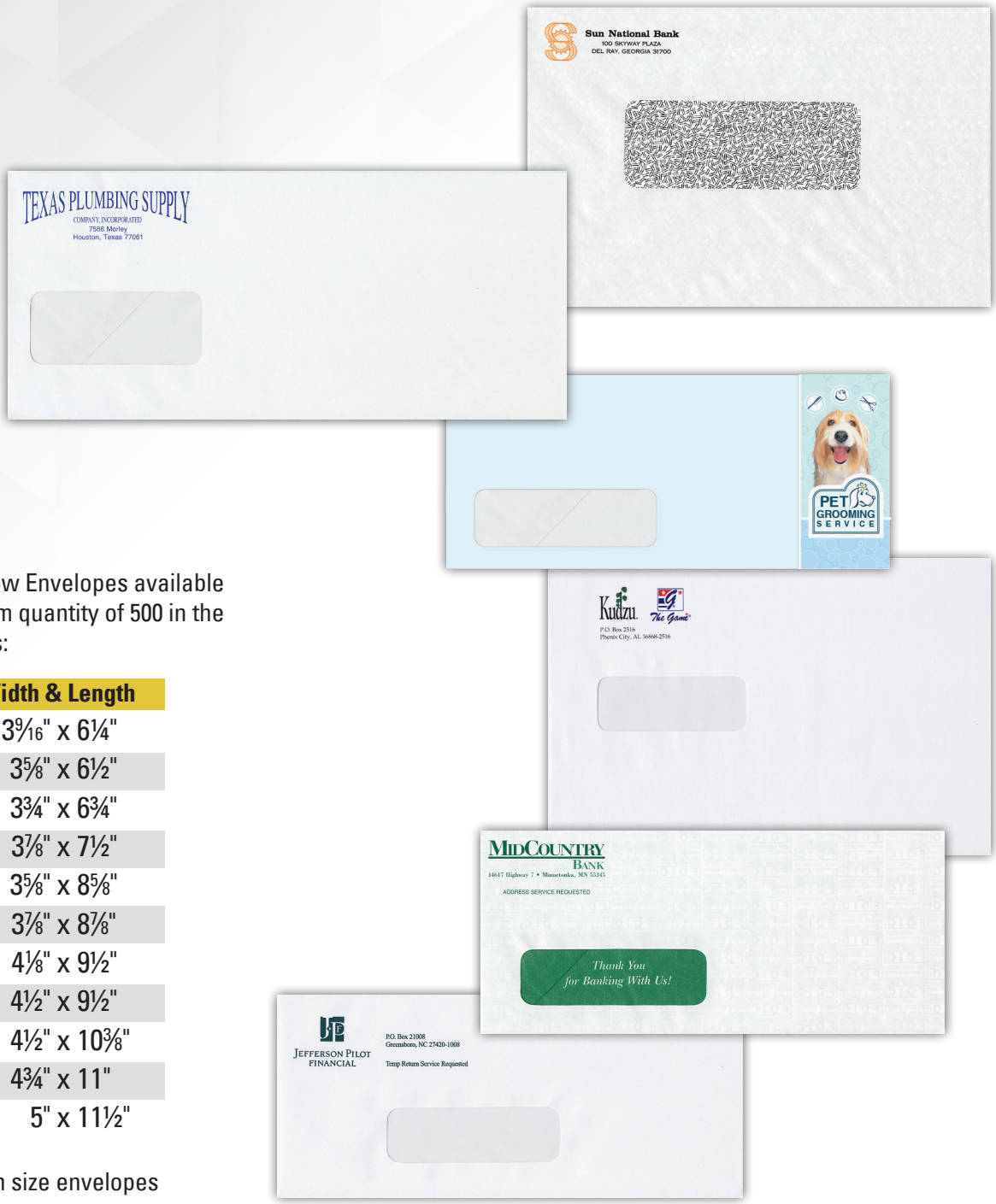


Regular and Standard Window Envelopes available with a minimum quantity of 500 in the following sizes:

Size	Width & Length
#6½	3 9/16" x 6¼"
#6¾	3⅝" x 6½"
#7	3¾" x 6¾"
#7¾	3⅞" x 7½"
#8⅝	3⅝" x 8⅝"
#9	3⅞" x 8⅞"
#10	4⅛" x 9½"
#10½	4½" x 9½"
#11	4½" x 10⅜"
#12	4¾" x 11"
#14	5" x 11½"

Custom Window Envelopes

- Hundreds of custom window dies to choose from
- Available with security inside tint
- Portland location only



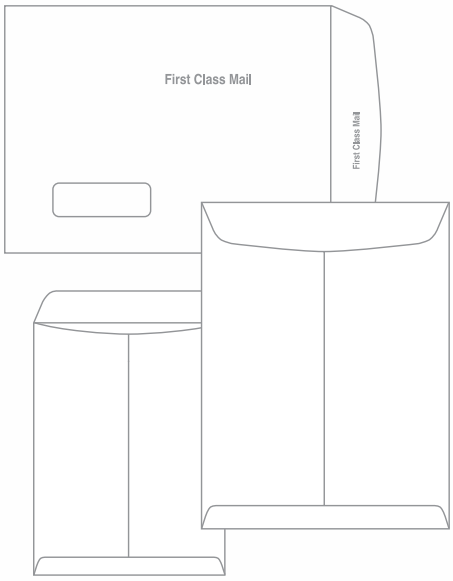
Custom Window Envelopes available with a minimum quantity of 500 in the following sizes:

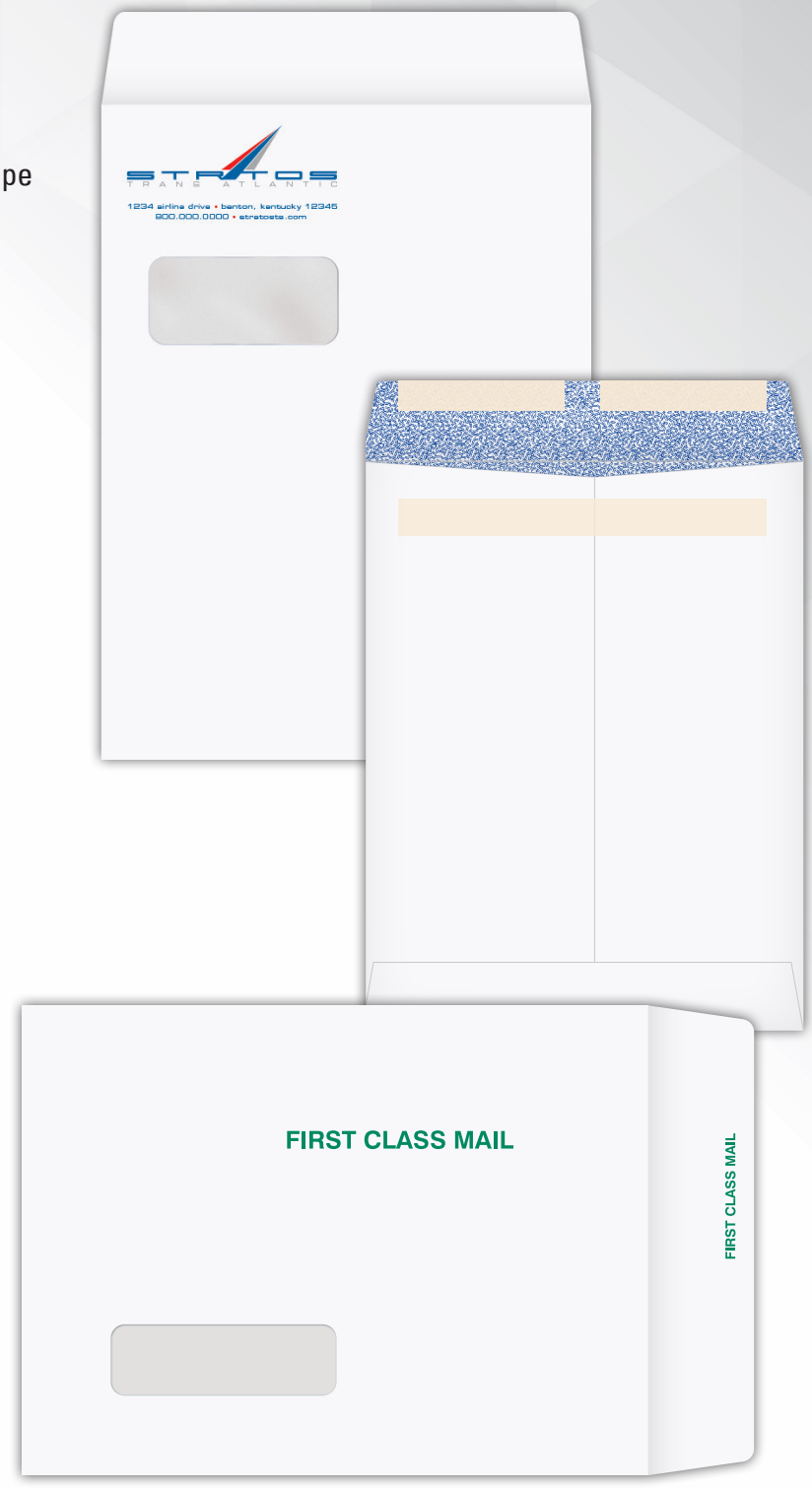
Size	Width & Length
#6½	3 9/16" x 6¼"
#6¾	3⅝" x 6½"
#7	3¾" x 6¾"
#7¾	3⅞" x 7½"
#8⅝	3⅝" x 8⅝"
#9	3⅞" x 8⅞"
#10	4⅛" x 9½"
#10½	4½" x 9½"
#11	4½" x 10⅜"
#12	4¾" x 11"
#14	5" x 11½"

Call for custom size envelopes

Catalog - Standard Open-End Envelopes

- Available in White Wove
- First-Class border available
- Standard gum, latex seal and peel "n" seal
- Flap runs along shortest side of the envelope





The following sizes are available with a minimum quantity of 500:

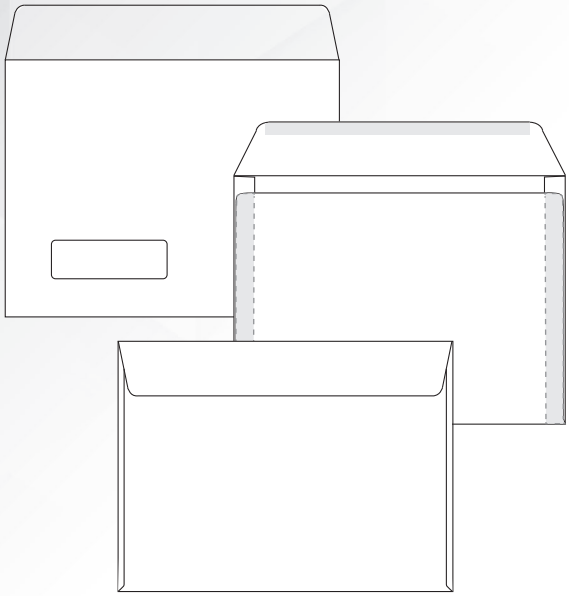
Catalog Size	28# White Wove
6" x 9"	•
6½" x 9½"	•
7½" x 10½"	•
9" x 12"	•
9½" x 12½"	•
10" x 13"	•
10" x 15"	•

Custom catalog envelopes are available with security inside tints, windows, peel "n" seal gum as well as latex.

Windows available in horizontal or vertical format.

Booklet - Standard Open-Side Envelopes

- Available in White Wove
- First-Class border available
- Standard gum, latex seal and peel "n" seal
- Flap runs along longest side of the envelope



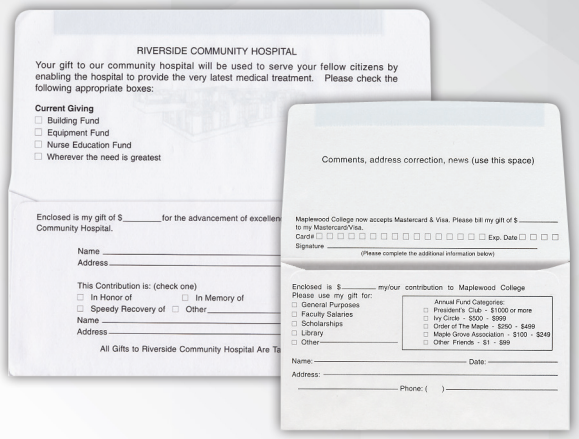
Available with a minimum quantity of 500 in the following sizes:

Booklet Envelope	24# White Wove	28# White Wove
6" x 9"	*	•
6" x 9½"	*	•
9" x 12"	NA	•
9½" x 12½"	NA	•
10" x 13"	NA	•

Custom booklet envelopes are available with security inside tint, windows, peel "n" seal gum as well as latex.
*Custom making item

Remittance Envelopes

Combination statement and return envelope, available in two sizes. Ideal for mail order or general remittance applications.



Available with a minimum quantity of 500 in the following sizes:

Remittance Envelope Size
#6½ - Remit
#9 - Remit

Unavailable with perf and inside security tint

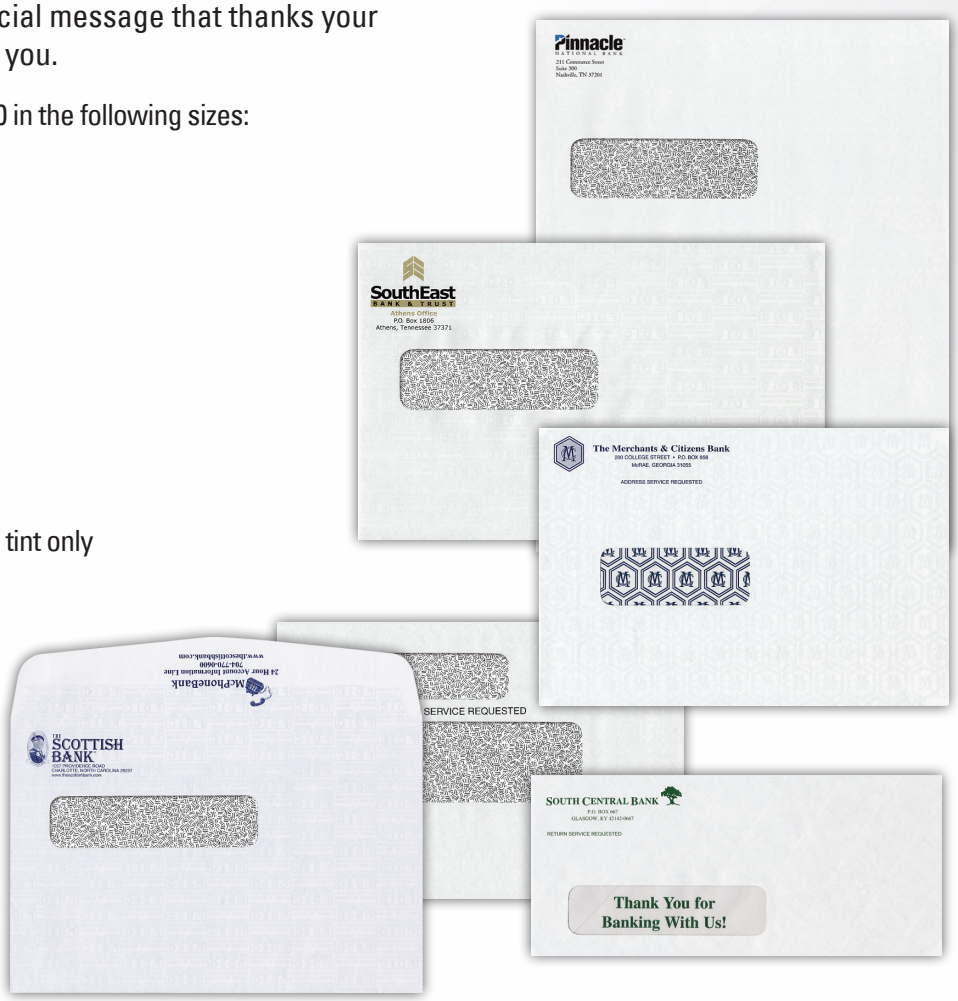
Statement Envelopes

Print a stock tint or your own patterned logo inside to increase your brand exposure, or consider a special message that thanks your customers for doing business with you.

Available with a minimum quantity of 500 in the following sizes:

Statement Envelopes
#10 Standard Window
#10 Custom Window
#10 Double Window
6" x 9" Booklet
6" x 9½" Booklet
9" x 12" Catalog*
10" x 13" Catalog*

Available with reflex blue confetti inside tint only



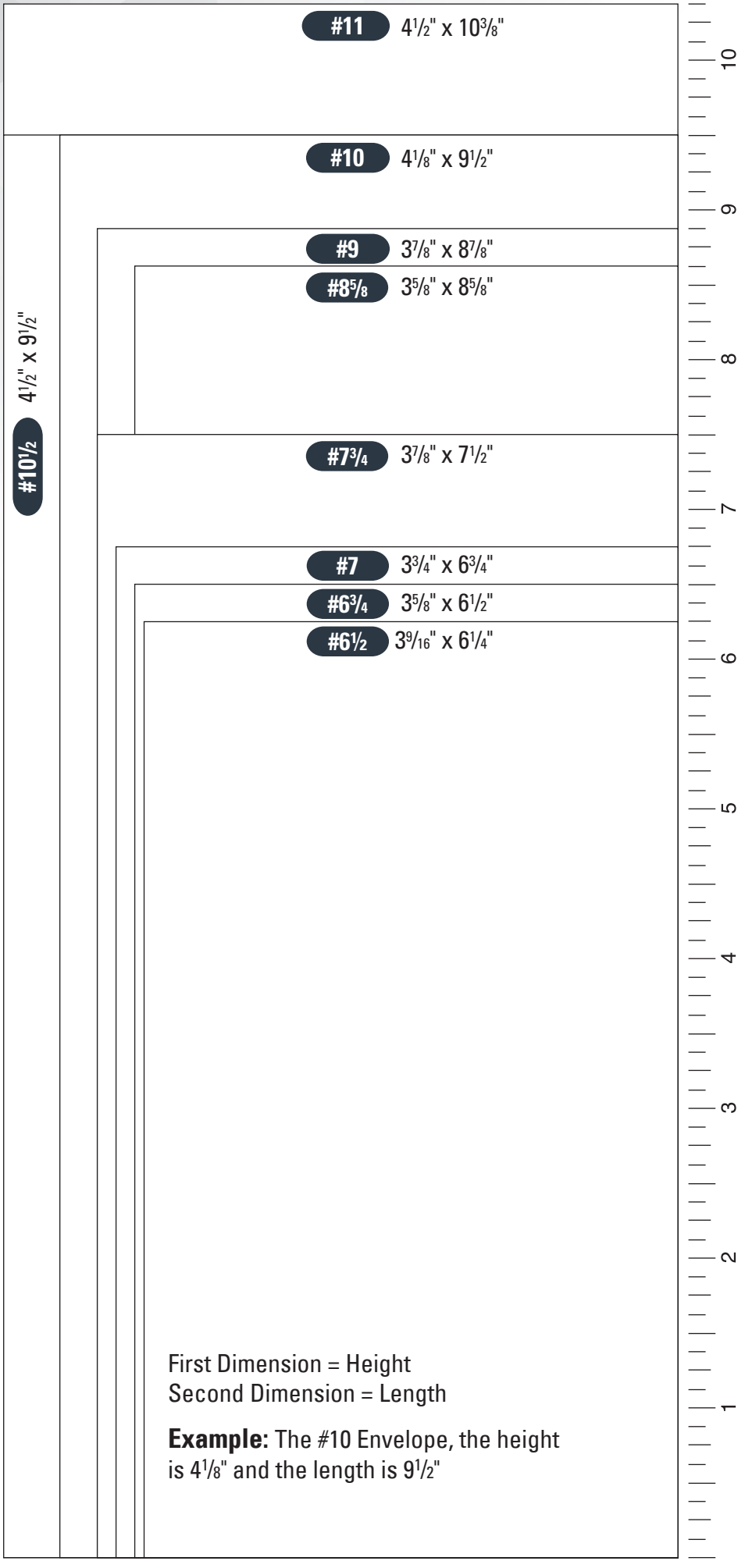
Standard Business Envelope Sizes

The template to the right illustrates the most popular **standard sizes** in business envelopes.

Paper Stocks Available

- 24 lb. Colored Wove (#9 envelopes only)
  - Blue
  - Canary
  - Green
- 24 lb. White Wove
- 24 lb. Recycled White Wove
- 24 lb. Classic® Crest
  - Avon Brilliant White
  - Baronial Ivory
  - Natural White
  - Solar White
- 24 lb. Classic® Linen
  - Antique Grey
  - Avon Brilliant White
  - Baronial Ivory
  - Natural White
  - Solar White
- 24 lb. Classic® Laid
  - Antique Grey
  - Avon Brilliant White
  - Baronial Ivory
  - Natural White
  - Solar White
- 24 lb. Capital Bond White
- 28 lb. Wove White
- 60 lb. Lynx Opaque Offset Smooth White

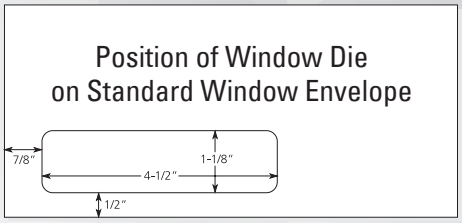
Call or email your sales associate for additional paper stock at:
Portland: 800.547.3575
info@blockgraphics.com
Sun City: 800.247.4471
suncity@blockgraphics.com



Production Details

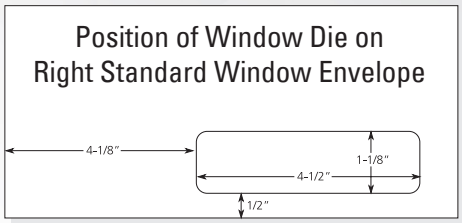
Standard Window

Window dimensions 1⅛" x 4½"
⅞" from the left
½" from the bottom
The only exception is the #8⅝" which has a 1" x 4" window, 1" from the left, ¾" from the bottom.



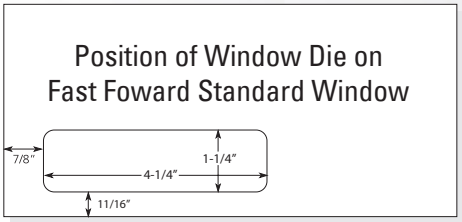
#10 Right Standard Window

Window dimensions 1⅛" x 4½"
4⅛" from the left
½" from the bottom



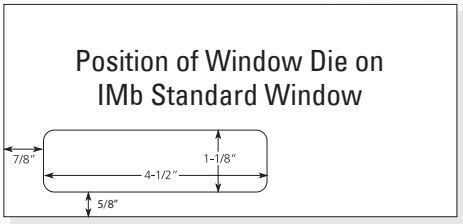
#10 Fast Forward Standard Window

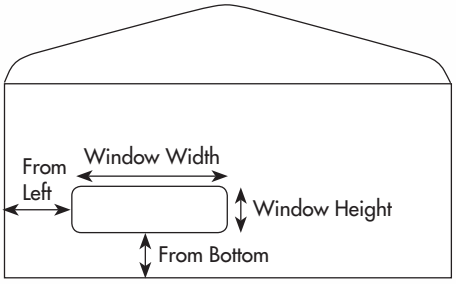
Window dimensions 1¼" x 4½"
⅞" from the left
11/16" from the bottom



#10 IMb Standard Window

Window dimensions 1⅛" x 4½"
⅞" from the left
⅝" from the bottom



Measuring a Window Position

Window size is always specified as height x width regardless of orientation. Window positions are always measured by their distance from the left edge of the envelope and the distance from the bottom (the flap is the "top" of the envelope).