

ENVELOPES

How To Order

1. Choose Size, Style and Paper Stock

2. Choose Ink Colors

Standard ink colors (the 5 inks shown on this page) are available when you order by our ink name (e.g., Red). Additional ink colors are available, although additional charges may apply.

Color matches are available for an additional charge.

Sample match available. Additional charges may apply.

Paper Stock Choice Affects Ink Color

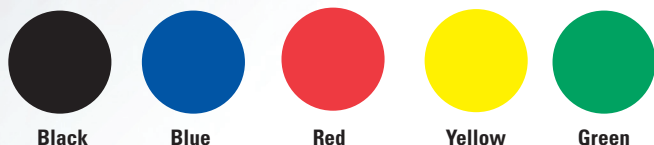
Ink density and shade will vary widely depending on stock and stock color. (See page 10 for available paper stocks.)

3. Selecting Your Typestyle

- Specify your own or choose one from this page.
- Match type from your sample. If an exact match is required, please request a proof.
- Typesetting available, contact your sales associate for details.

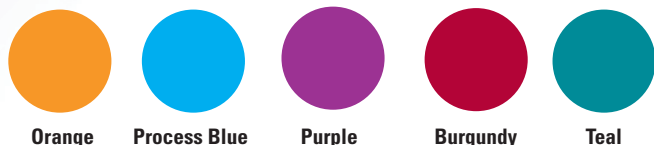
4. Choose a quantity.

5 Standard Ink Colors



Black Blue Red Yellow Green

Additional Ink Colors (additional charges may apply)



Orange Process Blue Purple Burgundy Teal



Golden Yellow Pink Hunter Green Brown Cool Gray



Silver Gold

Contact your sales associate for a full selection of colors.

The colors shown here are not exact color matches, but are close representations of the actual ink colors.

13 Font Styles

Avant Garde Book
Avant Garde Book Italic
Avant Garde Bold
Avant Garde Bold Italic

COPPERPLATE MEDIUM
COPPERPLATE BOLD
COPPERPLATE MEDIUM CONDENSED
COPPERPLATE BOLD CONDENSED

Cooper Black
Cooper Black Italic

Eurostile Regular
Eurostile Bold
Eurostile Extended
Regular
Eurostile Extended Bold

Futura Medium
Futura Medium Italic
Futura Demi
Futura Bold

Garamond Book
Garamond Book Italic
Garamond Bold
Garamond Bold Italic

Helvetica Regular
Helvetica Italic
Helvetica Bold
Helvetica Bold Italic

Helvetica Condensed Regular
Helvetica Condensed Italic
Helvetica Condensed Bold
Helvetica Condensed Bold Italic

Impress

Optima Regular
Optima Italic
Optima Bold
Optima Bold Italic

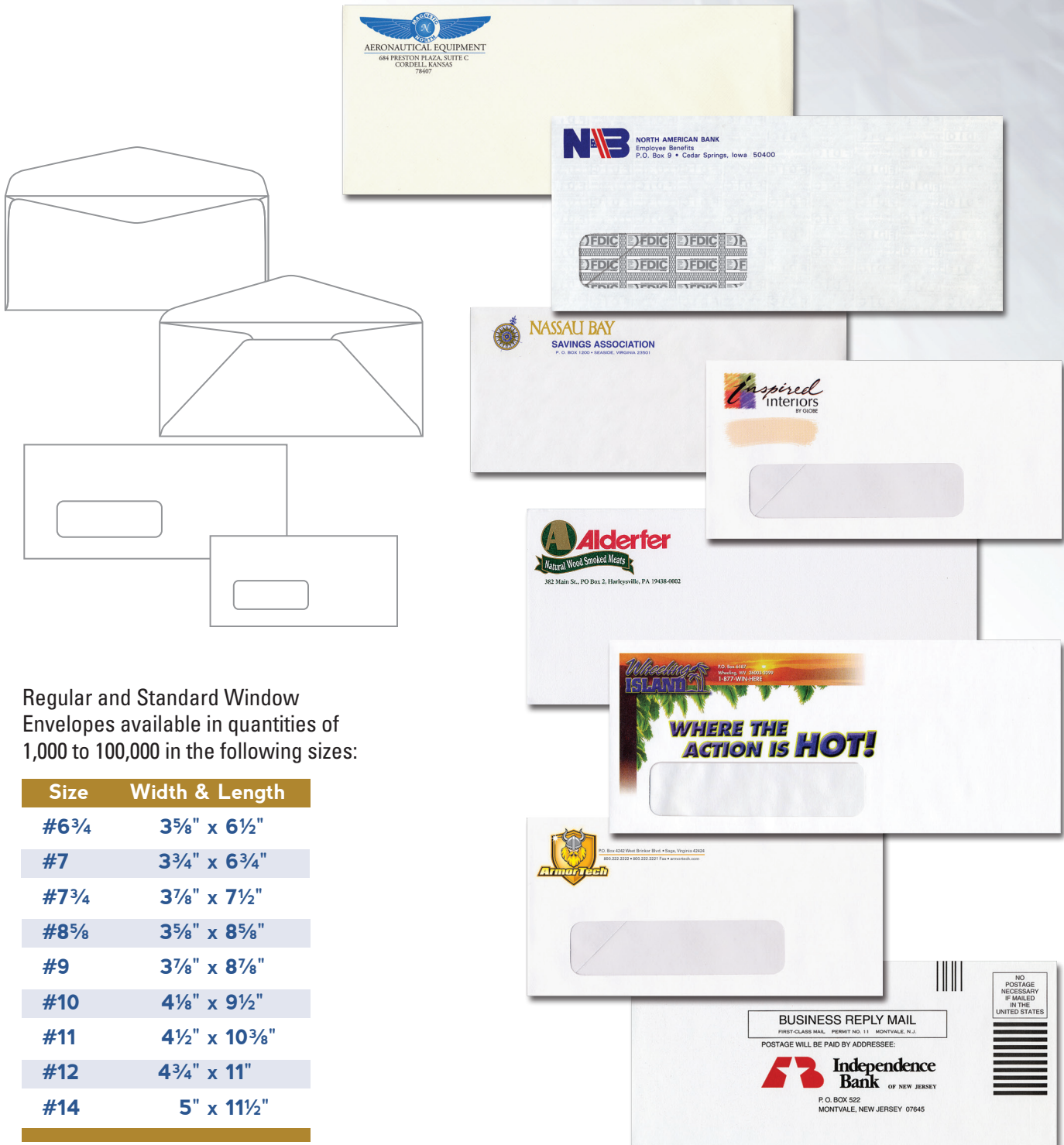
Souvenir Medium
Souvenir Medium Italic
Souvenir Bold
Souvenir Bold Italic

Times Roman
Times Italic
Times Bold
Times Bold Italic

Zapf Chancery Roman
Zapf Chancery Italic
Zapf Chancery Demi Bold
Zapf Chancery Bold

Business Envelopes

Stock business envelope sizes are available in regular and standard windows and feature gummed flaps. **24-hour** turnaround is available on select items.

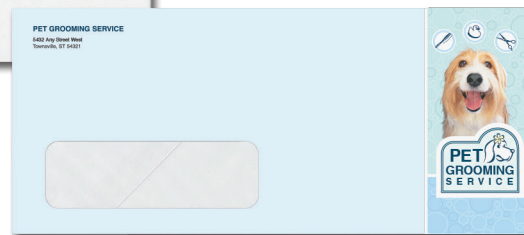
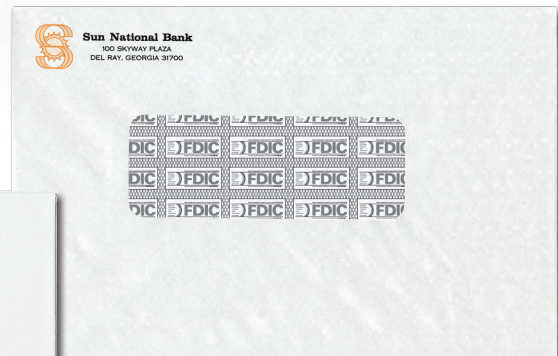
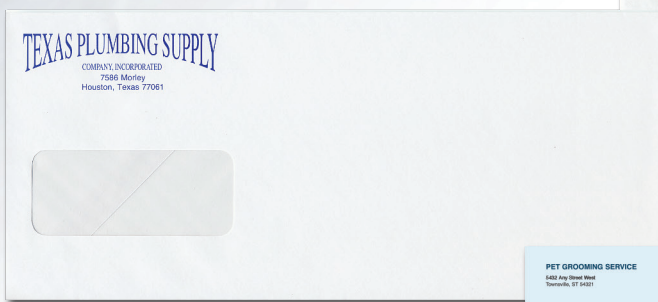


Regular and Standard Window Envelopes available in quantities of 1,000 to 100,000 in the following sizes:

Size	Width & Length
#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} "
#8 ^{5/8}	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} "

Custom Window Envelopes

- Hundreds of custom window dies to choose from (see page 11 for details)
- Available in tinted or untinted
- #9 and #10 available in as little as 3 working days (24 lb. White Wove)
- #7 $\frac{3}{4}$ and #8 $\frac{5}{8}$ available in 7 working days (24 lb. White Wove)

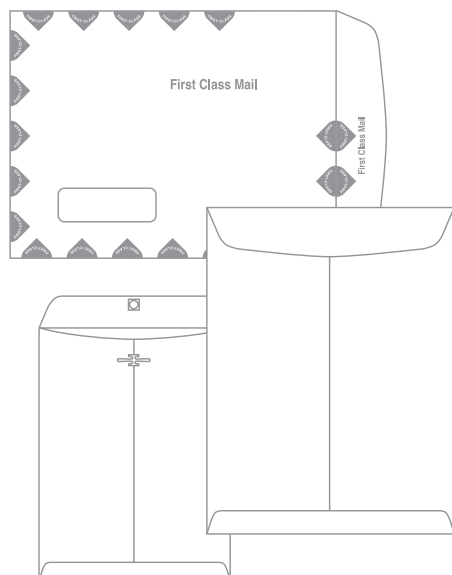


Custom Window Envelopes available in quantities of 1,000 to 100,000 in the following sizes:

Size	Width & Length
#6 $\frac{3}{4}$	3 $\frac{5}{8}$ " x 6 $\frac{1}{2}$ "
#7	3 $\frac{3}{4}$ " x 6 $\frac{3}{4}$ "
#7 $\frac{3}{4}$	3 $\frac{7}{8}$ " x 7 $\frac{1}{2}$ "
#8 $\frac{5}{8}$	3 $\frac{5}{8}$ " x 8 $\frac{5}{8}$ "
#9	3 $\frac{7}{8}$ " x 8 $\frac{7}{8}$ "
#10	4 $\frac{1}{8}$ " x 9 $\frac{1}{2}$ "
#11	4 $\frac{1}{2}$ " x 10 $\frac{3}{8}$ "
#12	4 $\frac{3}{4}$ " x 11"
#14	5" x 11 $\frac{1}{2}$ "

Catalog – Standard Open-End Envelopes

- Available in white wove and brown kraft
- First Class border available in 10 stock sizes
- Standard gum, latex seal, pull & seal and clasp



Stocked and available in quantities of 500 to 100,000 in the following sizes:

Catalog Size	28# White Wove	28# Brown Kraft
6" x 9"	•	•
6½" x 9½"	•	•
7½" x 10½"	•	•
8¾" x 11½"	•	•
8¾" x 11½" with window	•	•
9" x 12"	•	•
9" x 12" with window	•	•
9½" x 12½"	•	•
10" x 13"	•	•
10" x 13" with window	•	•
10" x 15"	•	•
11½" x 14½"	NA	•
12" x 15½"	NA	•

Windows available in horizontal or vertical format.

Booklet – Standard Open-Side Envelopes

- Open on the long side for easy insertion
- Available in white wove and brown kraft
- First-Class border available in 8 stock sizes
- Standard gum, latex seal and pull & seal



Available in quantities of 500 to 100,000 in the following sizes:

Booklet Envelope	24# White Wove	28# White Wove	28# Brown Kraft
6" x 9"	•	*	*
6" x 9" with window	•	*	*
6" x 9½"	•	*	*
6" x 9½" with window	•	*	*
9" x 12"	NA	•	•
9" x 12" with window	NA	•	•
9½" x 12½"	NA	•	•
9½" x 12½" with window	NA	•	•

Windows available in horizontal or vertical format.

*Call for details.



Financial Envelopes

Remittance Envelopes

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

Available in quantities of 1,000 to 100,000 in the following sizes:

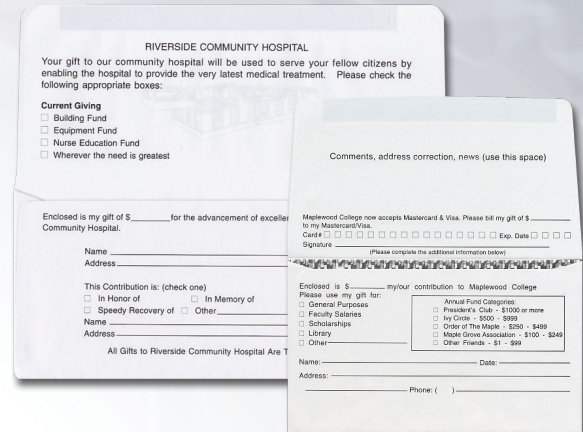
Remittance Envelope Size

#6¼ - No Perf, no tint

#6¾ - Perf, tinted

#6¾ - No Perf, no tint

#9 - No Perf, no tint



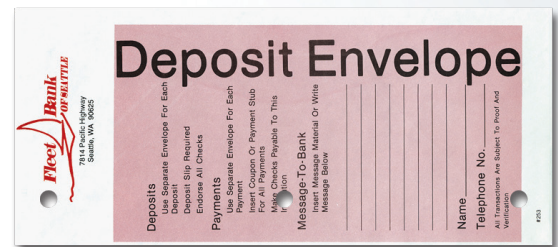
Deposit Envelopes (3 hole)

Available in quantities of 1,000 to 100,000 in the following sizes:

Deposit Envelope Size

#9 - 3⅞" x 8⅞"

#10 - 4⅞" x 9½"



Coin Envelopes

Coin envelopes are ideal for small parts, samples, seeds, enclosures, loose coins, and payroll applications. Flaps are deep gummed for a secure seal.

Available in quantities of 1,000 to 100,000:

Coin Envelope Size

#7 Coin - 3½" x 6½"



Financial Envelopes

Teller-Helper Envelopes

Cross-sell your financial services and create a full-service image for your institution.

We have hundreds of ready-to-print designs for you to choose from. Please ask your sales associate for the Teller Helper Catalog. Since these are not pre-printed, it is easy to add your financial institution's name and information in your choice of ink colors, or provide your own print-ready art.

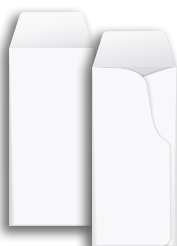
Available in quantities of 1,000 to 100,000 in the following sizes:

Custom Teller Helper

3 1/8" x 7"	Open End, Double-Pocket
3 1/4" x 7"	Open End, Double-Pocket
3 3/4" x 7"	Open End, Double-Pocket
3 7/8" x 7"	Open End, Double-Pocket
3 1/8" x 7 1/8"	Open side, Single Pocket
3 3/8" x 7 1/8"	Open side, Single Pocket
3 3/8" x 7 1/8"	Open side, Single Pocket Wallet Flap
3 1/2" x 6 1/2"	Coin



3 1/8" x 7"
Double Pocket



3 1/4" x 7"
Double Pocket



3 3/4" x 7"
Double Pocket



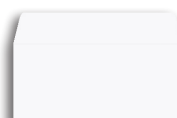
3 7/8" x 7"
Double Pocket



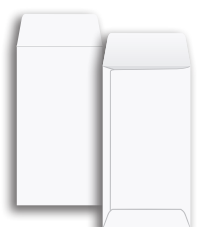
3 1/8" x 7 1/8"
Single Pocket



3 3/8" x 7 1/8"
Single Pocket



3 3/8" x 7 1/8"
Single Pocket
Wallet Flap



3 1/2" x 6 1/2"
Coin



Financial Envelopes

Statement Envelopes

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

Available in quantities of 1,000 to 100,000 in the following sizes:

Statement Envelopes

#10 Wallet 4 $\frac{1}{8}$ " x 9 $\frac{1}{2}$ "

#10 $\frac{1}{2}$ " Wallet 4 $\frac{1}{2}$ " x 9 $\frac{1}{2}$ "

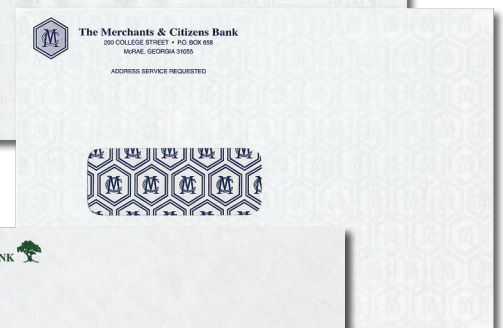
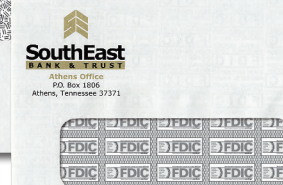
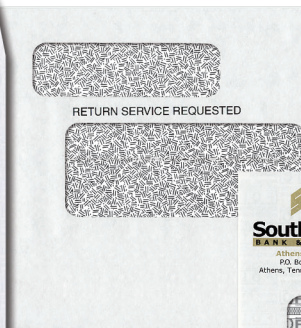
#11 Wallet 4 $\frac{1}{2}$ " x 10 $\frac{3}{8}$ "

6" x 9" Booklet

6" x 9 $\frac{1}{2}$ " Booklet

9" x 12" Open End

8 $\frac{3}{4}$ " x 11 $\frac{1}{2}$ " Open-End



Money-Saving Hint

If postage costs are negatively impacting your business, you might want to consider changing the size of the envelope! Simply substituting a 6" X 9" booklet envelope with side seams for that costly 9" X 12" or 10" X 13" envelope could qualify your mail piece for better rates and significant savings.

Be sure to ask your sales representative for more money-saving tips.

Standard Business Envelope Sizes

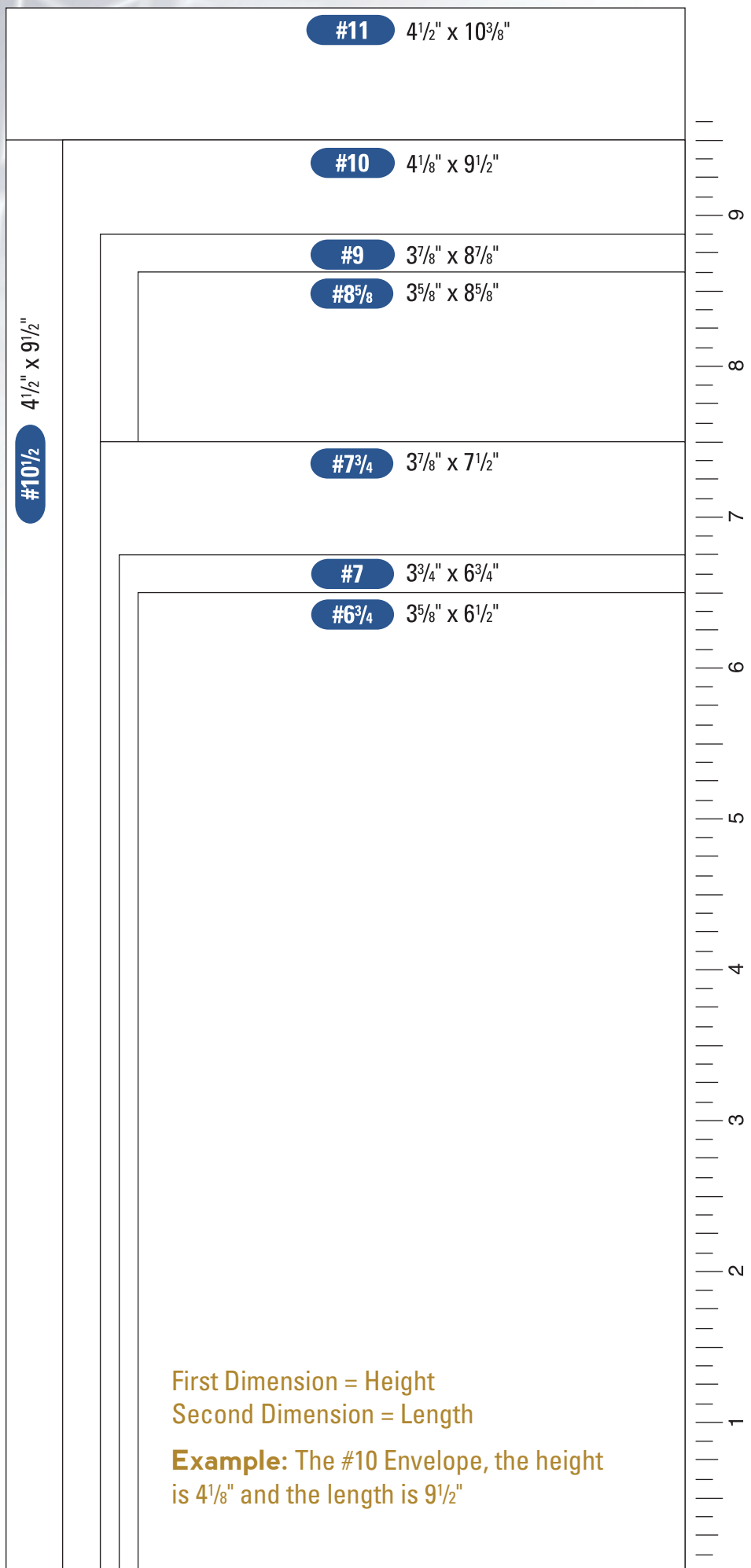
The template to the right illustrates the most popular **standard sizes** in business envelopes.

Special sizes, whether regular or window, printed or unprinted, require special production time. See your sales associate for price quotations, delivery and order minimums.

Paper Stocks Available

- 24 lb. Colored Wove
 - Blue – Canary – Gray
 - Green – Ivory – Pink
- 24 lb. White Wove
- 24 lb. Brown Kraft
- 24 lb. Recycled White Wove
- 24 lb. Classic® Crest
 - Avon Brilliant White
 - Solar White
 - Natural White
- 24 lb. Classic® Linen
 - Avon Brilliant White
 - Natural White
- 24 lb. Classic® Laid Writing Imaging Finish
 - Avon Brilliant White
 - Baronial Ivory
- 24 lb. Hammermill Via
- 24 lb. Capital Bond White
- 24 lb. Strathmore Writing Bright White Wove Finish
- 24 lb. Strathmore Writing Ultimate White Wove Finish
- 28 lb. Brown Kraft
- 28 lb. Wove White
- 60 lb. Cougar Opaque Offset Smooth White

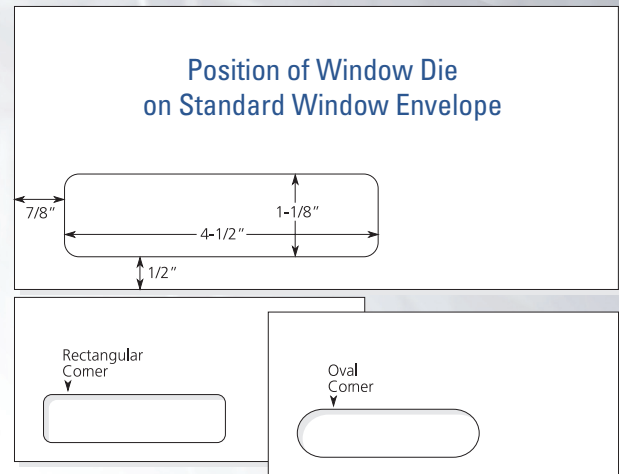
See your sales associate for additional paper stocks.



Special Production Notes

Standard Window

The standard window dimension for all standard size envelopes, except for #8⁵/₈, is 1¹/₈" x 4¹/₂" with rectangular corners, positioned ⁷/₈" from the left and ¹/₂" from the bottom. On #8⁵/₈ only, the standard window is 1¹/₁₆" x 4" with oval corners, located 1" from the left and ³/₄" from the bottom.



Custom Windows

Any variation from the above described standard window whatsoever, in the height, length or position, results in a custom window. A margin of ¹/₂" is required between any edge of a window and any edge of the envelope except for envelope size #11 or larger which requires ¹/₂" margin.

Custom Die Window Dimensions

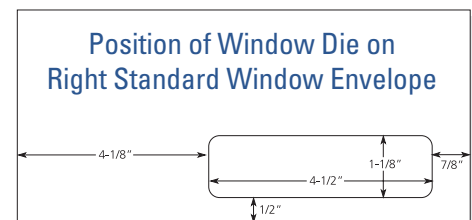
1/2" x 2 ⁵ / ₈ "	13/16" x 4"	15/16" x 3 ¹ / ₂ "	1" x 3 ¹ / ₂ "	1 ¹ / ₁₆ " x 3 ⁵ / ₁₆ "	1 ¹ / ₈ " x 3 ⁷ / ₈ "	1 ¹ / ₄ " x 3 ¹ / ₄ "	1 ³ / ₈ " x 3 ¹ / ₂ "
1/2" x 3"	7/8" x 2 ⁹ / ₁₆ "	1" x 2 ³ / ₈ "	1" x 3 ⁵ / ₈ "	1 ¹ / ₁₆ " x 3 ³ / ₈ "	1 ¹ / ₈ " x 4"	1 ¹ / ₄ " x 3 ³ / ₈ "	1 ³ / ₈ " x 3 ³ / ₄ "
5/8" x 2 ⁷ / ₈ "	7/8" x 3"	1" x 2 ¹ / ₂ "	1" x 3 ³ / ₄ "	1 ¹ / ₁₆ " x 4"*	1 ¹ / ₈ " x 4 ¹ / ₈ "	1 ¹ / ₄ " x 3 ¹ / ₂ "	1 ³ / ₈ " x 4"
5/8" x 3 ³ / ₈ "	7/8" x 3 ¹ / ₄ "	1" x 2 ³ / ₄ "	1" x 3 ⁷ / ₈ "	1 ¹ / ₈ " x 2 ⁷ / ₈ "	1 ¹ / ₈ " x 4 ¹ / ₄ "	1 ¹ / ₄ " x 3 ³ / ₄ "	1 ³ / ₈ " x 4 ¹ / ₄ "
3/4" x 2 ³ / ₄ "	7/8" x 3 ¹ / ₂ "	1" x 2 ⁷ / ₈ "	1" x 4"	1 ¹ / ₈ " x 3"	1 ¹ / ₈ " x 4 ¹ / ₂ "	1 ¹ / ₄ " x 4"	1 ³ / ₈ " x 4 ¹ / ₂ **
3/4" x 3 ¹ / ₄ "	7/8" x 3 ³ / ₄ "	1" x 3"	1" x 4 ¹ / ₁₆ "	1 ¹ / ₈ " x 3 ¹ / ₄ "	1 ¹ / ₈ " x 4 ³ / ₄ "	1 ¹ / ₄ " x 4 ¹ / ₄ "	1 ¹ / ₂ " x 3 ¹ / ₄ "
3/4" x 3 ¹ / ₂ "	7/8" x 3 ⁷ / ₈ "	1" x 3 ¹ / ₈ "	1" x 4 ¹ / ₈ "	1 ¹ / ₈ " x 3 ¹ / ₂ "	1 ³ / ₁₆ " x 3 ³ / ₄ "	1 ¹ / ₄ " x 4 ¹ / ₂ "	1 ¹ / ₂ " x 4**
3/4" x 3 ³ / ₄ "	7/8" x 4"	1" x 3 ¹ / ₄ "	1" x 4 ¹ / ₂ "	1 ¹ / ₈ " x 3 ⁵ / ₈ "	1 ³ / ₁₆ " x 4"	1 ¹ / ₄ " x 4 ³ / ₄ "	1 ¹ / ₂ " x 4 ¹ / ₂ ***
3/4" x 4"	7/8" x 4 ¹ / ₈ "	1" x 3 ³ / ₈ "	1 ¹ / ₁₆ " x 3"	1 ¹ / ₈ " x 3 ³ / ₄ "	1 ¹ / ₄ " x 3"	1 ⁵ / ₁₆ " x 3 ¹ / ₄ "	

* Available with rectangular and oval corners.

** Oversized - These dies require an additional upcharge.

#10 Right Standard Window

Window size is 1¹/₈" x 4¹/₂" with rectangular corners. Window placement is 4¹/₈" from the left, ⁷/₈" from the right and ¹/₂" from the bottom.



#10 Inverted Flap Standard Window

Same window size and position as a standard window except the flap is inverted on the bottom of the envelope.

