



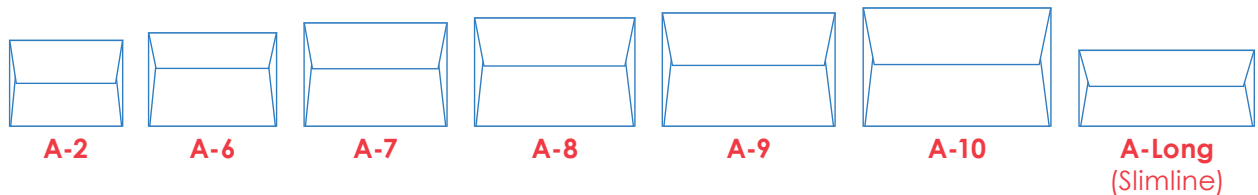
Envelope Guide

Envelopes are available in many standard sizes, configurations, flap styles and paper types. Most often, envelopes are purchased for printing directly on to the formed envelope. Envelopes that require bleeding images must first be printed on flat sheets and then converted/formed in to the envelope shape.

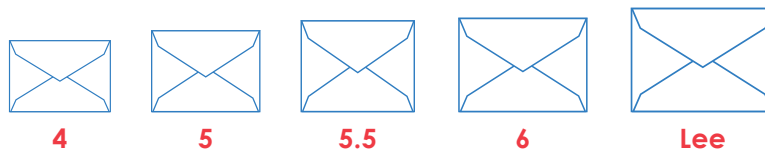
Standard envelope categories and sizes are shown below.

Announcement Envelopes

A-Style Envelopes (Square Flap and Side Seams)			
Name	Envelope Size	Single Card Insert Size	Folded Card Flat Size
A-2	4-3/8 x 5-3/4	4-3/16 x 5-1/2	4-3/16 x 11
A-6	4-3/4 x 6-1/2	4-5/8 x 6-3/16	4-5/8 x 12-3/8
A-7	5-1/4 x 7-1/4	5 x 6-7/8	5 x 13-3/4
A-8	5-1/2 x 8-1/8	5-1/4 x 7-3/4	5-1/4 x 15-1/2
A-10	6 x 9-1/2	5-3/4 x 9-1/8	5-3/4 x 18-1/4
A-Long (Slimline)	3-7/8 x 8-7/8	3-3/4 x 8-5/8	3-3/4 x 17-1/4



Baronial-Style Envelopes (Pointed flap and diagonal seams)			
Name	Envelope Size	Panel/Plain Card	Plain/Panel Folder
4 Baronial	3-5/8 x 5-1/8	3-1/2 x 4-7/8	4-7/8 x 7
5 Baronial	4-1/8 x 5-1/2	4 x 5-1/4	5-1/4 x 8
5.5 Baronial	4-3/8 x 5-3/4	4-1/4 x 5-1/2	5-1/2 x 8-1/2
6 Baronial	4-3/4 x 6-1/2	4-5/8 x 6-1/4	6-1/4 x 9-1/4
Lee	5-1/4 x 7-1/4	5-1/8 x 7	6-5/8 x 10

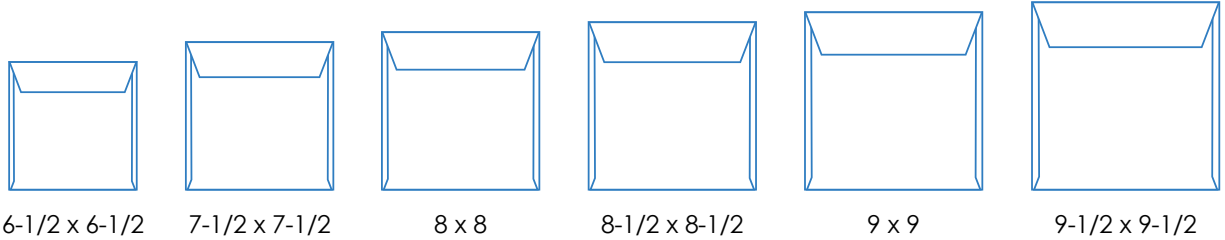


For additional assistance, please contact your HBP Account Executive.

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Square Envelopes

Standard square envelope sizes are shown below. Square mail pieces have additional postage requirements so please check with your HBP team to understand potential postage cost implications for using square envelopes.



Commercial Business Envelopes

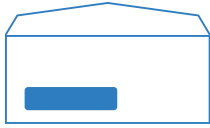
Frequently specified for a wide variety of business and personal correspondence purposes such as letterheads, invoices, statements, checks, and stationary and direct marketing. Ideally suited for machine insertion, laser and postal applications.



Commercial Business Envelopes		
Item	Envelope Size	Enclosure Size (Suggested)
6-1/4	3-1/2 x 6	3-1/4 x 5-3/4
6-3/4	3-5/8 x 6-1/2	3-1/2 x 6-1/4
8-5/8	3-5/8 x 8-5/8	3-1/2 x 8-3/8
7	3-3/4 x 6-3/4	3-1/2 x 6-1/2
7-3/4 (Commercial Flap)	3-7/8 x 7-1/2	3-3/4 x 7-1/4
Monarch (Pointed Flap)	3-7/8 x 7-1/2	3-3/4 x 7-1/4
9	3-7/8 x 8-7/8	3-3/4 x 8-5/8
10	4-1/8 x 9-1/2	4 x 9-1/4
11	4-1/2 x 10-3/8	4-1/4 x 10-1/8
12	4-3/4 x 11	4-1/2 x 10-3/4
14	5 x 11-1/2	4-3/4 x 11-1/4
16	6 x 12	5-3/4 x 11-3/4

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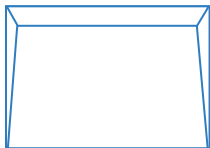


Commercial Window Envelopes				
Item	Size	Window Size	From Left	From Right
6-1/4 Window	3-1/2 x 6	1-1/8 x 4-1/2	3/4	1/2
6-3/4 Window	3-5/8 x 6-1/2	1-1/8 x 4-1/2	7/8	1/2
7 Window	3-3/4 x 6-3/4	1-1/8 x 4-1/2	7/8	1/2
7-3/4 Window	3-7/8 x 7-1/2	1-1/8 x 4-1/2	7/8	1/2
8-5/8 Check	3-5/8 x 8-5/8	1 x 4	1	3/4
9 Window	3-7/8 x 8-7/8	1-1/8 x 4-1/2	7/8	1/2
10 Window	4-1/8 x 9-1/2	1-1/8 x 4-1/2	7/8	1/2
11 Window	4-1/2 x 10-3/8	1-1/8 x 4-1/2	7/8 (right)	1/2
12 Window	4-3/4 x 11	1-1/8 x 4-1/2	7/8	1/2
14 Window	5 x 11-1/2	1-1/8 x 4-1/2	7/8	1/2

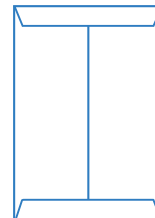
Booklet and Catalog Envelopes

Booklet envelopes have the opening/flap along the long envelope dimension. Catalog envelopes have the opening/flap along the short envelope dimension. For automated insertion of contents for mailing requires use of a booklet envelope format.

The type of envelope closure required (ie. standard gummed/glue, peel and seal, self-adhesive, etc.) will dictate availability of larger envelope sizes.



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



Catalog	
Item	Size
1 Scarf	4-5/8 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 9-1/12
3	7 x 10
6	7-1/2 x 10-1/2
9-3/4 Catalog	8-3/4 x 11-1/4
10-1/2 Catalog	9x12
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

For additional assistance, please contact your HBP Account Executive.

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Remittance or Wallet Flap Envelopes



Item	Size	Flap
6-1/4	3-1/2 x 6	3-3/16
6-1/2	3-1/2 x 6-1/4	3-3/8
6-3/4	3-5/8 x 6-1/2	3-1/2
9	3-7/8 x 8-7/8	3-5/8

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