sealed & delivered
AN OVERVIEW OF ENVELOPES

Envelopes might seem to be the last step in your project, but they're really almost the first thing you should consider. Design something that's too large or oddly shaped for any standard envelope and you'll find yourself creating expensive custom envelopes on deadline—or trying to mail something which your post office won't accept. Keep in mind that your materials and return envelope (if needed) must both fit into the outer envelope without being too large or thick even when folded. And remember that the U.S. Postal Service has strict rules about envelope sizes and areas where you may print—visit www.usps.com to get the number of your local mailpiece design inspector and to learn more about postal printing regulations before you go to press.

major categories of envelopes

ANNOUNCEMENT

Also called the "A-series," these envelopes are widely used for invitations. They come in various sizes that fit into each other. Make sure that your invitation and return envelope will fit comfortably inside the outer envelope—not too tight but not too loose.

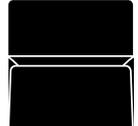|	
A2	4.375 x 5.75
A6	4.75 x 6.5
A7	5.25 x 7.25
A8	5.5 x 8.125
A10	6 x 9.5

COMMERCIAL

This line of envelopes is used for most business correspondence and billing. It includes business reply envelopes, which require a postal permit, and window envelopes. The most commonly used are #10 for correspondence, #9 for return and #8$^{5/8}$ for checks. Some sizes are:

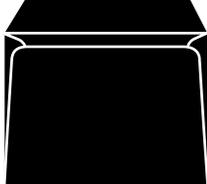|	
#6$^{1/4}$	3.5 x 6
#7$^{3/4}$	3.875 x 7.5
#8$^{5/8}$	4.125 x 9.5
#9	3.875 x 8.875
#10	4.125 x 9.5
#11	4.7 x 10.375

REMITTANCE

Many companies and organizations use remit envelopes as a way for members to send in donations. Printing donation or subscription information on the flap, pocket and back saves the expense of having a separate order form or pledge card.

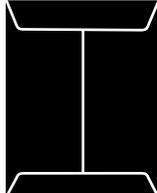|	
#6$^{1/4}$	3.5 x 6
#6$^{1/2}$	3.5 x 6.25
#6$^{3/4}$	3.625 x 6.5
#9	3.875 x 8.875
#10	4.125 x 9.5

BOOKLET

With a more elegant look, booklet envelopes have become more popular than the traditional catalog envelope. These envelopes have the flap on the long side, making them easier to stuff by hand and machine. Some standard sizes are:

4.75 x 6.5
6 x 9
7 x 10
9 x 12
10 x 13
10 x 15

CATALOG

The catalog envelope is characterized by its opening on the end and a seam down the middle. Some of them also have a clasp. These envelopes are more difficult to hand-stuff and are not preferred by large mailing houses. Some standard sizes are:

4 x 6.375
5 x 7.5
6.5 x 9.5
9.5 x 12.5
11.5 x 14.5
12 x 15.5

FLAPS

commercial | pointed | mail point | square | wallet