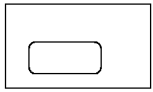


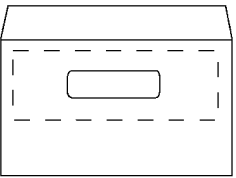
ENVELOPE GUIDE

Standard Window Sizes and Positions



Size	Window Size	Distance from Left	Distance 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 window or chk	1" x 3 ¹ / ₂ "	1 ¹ / ₈	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
11 window	1 ¹ / ₈ " x 4 ¹ / ₂ "	⁷ / ₈	¹ / ₂
10 Right Window	1 ¹ / ₈ " x 4 ¹ / ₂ "	⁷ / ₈	¹ / ₂

Proxy



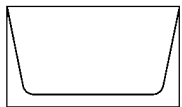
Size	Window Size	Distance from Left	Distance from Bottom
9" x 12"	1 ¹ / ₂ " x 3 ¹ / ₄ "	3 ³ / ₄ "	6"
Pocket Size	3 ¹ / ₄ " x 8 ¹ / ₂ "		

Drive-In Banking Open End



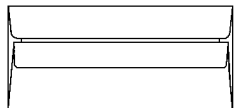
Size	Window Size
3 ³ / ₄ " x 6 ¹ / ₂ "	
3 ³ / ₄ " x 7"	
4" x 5 ¹ / ₄ "	
4" x 6 ¹ / ₄ "	

Remittance or Wallet Flap



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

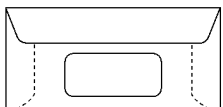
Flip n' Stic™



Size	Window Size
#10 4 ¹ / ₈ " x 6 ¹ / ₂ "	

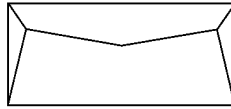
Available in Regulars and Windows

Official M1 Coupon



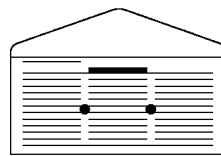
Size	Window Size
Plain 4" x 8 ¹ / ₄ "	
Printed 4" x 8 ¹ / ₄ "	

Grain-Rite®, Side Seam



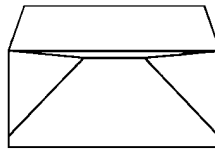
Size	Window Size
6 ³ / ₄ " x 6 ¹ / ₂ "	3 ⁵ / ₈ " x 6 ¹ / ₂ "
9" x 8 ⁷ / ₈ "	3 ⁷ / ₈ " x 8 ⁷ / ₈ "
10" x 9 ¹ / ₂ "	4 ¹ / ₈ " x 9 ¹ / ₂ "
Regular & Window	

Inter-Office with Open Side



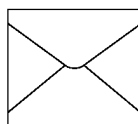
Size	Window Size
11" x 10 ³ / ₈ "	4 ¹ / ₂ " x 10 ³ / ₈ "

Bankers Flap or Wallet Flap



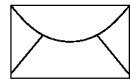
Size	Window Size
10" x 9 ¹ / ₂ "	4 ¹ / ₈ " x 9 ¹ / ₂ "
10 ¹ / ₂ " x 9 ¹ / ₂ "	4 ¹ / ₂ " x 9 ¹ / ₂ "
11" x 10 ³ / ₈ "	4 ¹ / ₂ " x 10 ³ / ₈ "
12" x 11"	4 ³ / ₄ " x 11"
14" x 11 ¹ / ₂ "	5" x 11 ¹ / ₂ "

Baronial



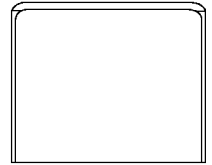
Size	Window Size
4 Baronial 3 ¹ / ₂ " x 5 ¹ / ₈ "	
5 Baronial 4 ¹ / ₈ " x 5 ¹ / ₂ "	
5 ¹ / ₂ Baronial 4 ³ / ₈ " x 5 ³ / ₄ "	
6 Baronial 4 ³ / ₄ " x 6 ¹ / ₂ "	
Lee 5 ¹ / ₄ " x 7 ¹ / ₄ "	

Drug & Pay



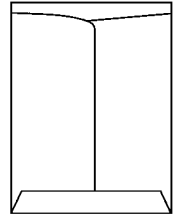
Size	Window Size
1 Drug 1 ³ / ₄ " x 2 ⁷ / ₈ "	
2 Drug 2 ¹ / ₁₆ " x 3 ¹ / ₂ "	
3 Drug 2 ⁵ / ₁₆ " x 3 ⁵ / ₈ "	
2 Pay 2 ¹ / ₂ " x 4 ¹ / ₄ "	

File-Velope



Size with ¹/₄" tab
9" x 11³/₄"

Job Ticket



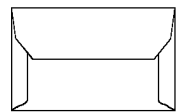
Size
8³/₄" x 11¹/₄"
9¹/₂" x 11³/₄"

Air Mail



Size
#10 4¹/₈" x 9¹/₂"

Document

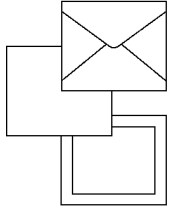


Size:
9¹/₂" x 12"
10" x 15"



ENVELOPE GUIDE

Social and Commercial Announcements



4 Baronial	Size
Envelopes	3 ⁵ / ₈ " x 5 ¹ / ₈ "
Paneled Cards	3 ¹ / ₂ " x 4 ⁷ / ₈ "
Plain Cards	3 ¹ / ₂ " x 4 ⁷ / ₈ "
Plain Folders	4 ⁷ / ₈ " x 7"
Panel Folders	4 ⁷ / ₈ " x 7"

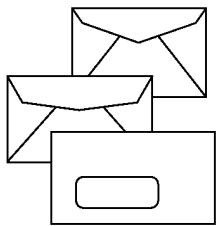
5 Baronial	Size
Envelopes	4 ¹ / ₈ " x 5 ¹ / ₂ "
Paneled Cards	4" x 5 ¹ / ₄ "
Plain Cards	4" x 5 ¹ / ₄ "
Plain Folders	5 ¹ / ₄ " x 8"
Panel Folders	5 ¹ / ₄ " x 8"

5¹/₂ Baronial	Size
Envelopes	4 ³ / ₈ " x 5 ³ / ₄ "
Paneled Cards	4 ¹ / ₄ " x 5 ¹ / ₂ "
Plain Cards	4 ¹ / ₄ " x 5 ¹ / ₂ "
Plain Folders	5 ¹ / ₂ " x 8 ¹ / ₂ "
Panel Folders	5 ¹ / ₂ " x 8 ¹ / ₂ "

6 Baronial	Size
Envelopes	4 ³ / ₄ " x 6 ¹ / ₂ "
Paneled Cards	4 ⁵ / ₈ " x 6 ¹ / ₄ "
Plain Cards	4 ⁵ / ₈ " x 6 ¹ / ₄ "
Plain Folders	6 ¹ / ₂ " x 9 ¹ / ₄ "
Panel Folders	6 ¹ / ₂ " x 9 ¹ / ₄ "

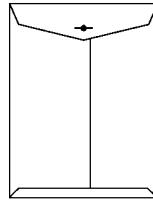
Lee	Size
Envelopes	5 ¹ / ₄ " x 7 ¹ / ₄ "
Paneled Cards	5 ¹ / ₈ " x 7"
Plain Cards	5 ¹ / ₈ " x 7"
Plain Folders	7" x 10 ¹ / ₄ "
Panel Folders	7" x 10 ¹ / ₄ "

Commercials & Officials



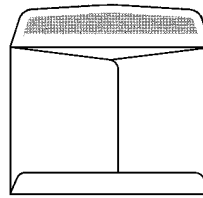
Size	Size
6 ¹ / ₄	3 ¹ / ₂ " x 6"
6 ³ / ₄	3 ⁵ / ₈ " x 6 ¹ / ₂ "
7	3 ³ / ₄ " x 6 ³ / ₄ "
7 ³ / ₄	3 ⁷ / ₈ " x 7 ¹ / ₂ "
Monarch	3 ⁷ / ₈ " x 7 ¹ / ₂ "
Check	3 ⁵ / ₈ " x 8 ⁵ / ₈ "
9	3 ⁷ / ₈ " x 8 ⁷ / ₈ "
10	4 ¹ / ₈ " x 9 ¹ / ₂ "
11	4 ¹ / ₂ " x 10 ³ / ₈ "
12	4 ³ / ₄ " x 11"
14	5" x 11 ¹ / ₂ "

Clasp or String & Button



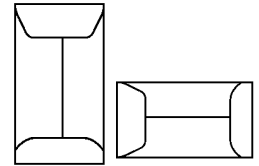
Size	Size	Size	
5	3 ¹ / ₈ " x 5 ¹ / ₂ "	63	6 ¹ / ₂ " x 9 ¹ / ₂ "
10	3 ³ / ₈ " x 6"	68	7" x 10"
15	4" x 6 ³ / ₈ "	75	7 ¹ / ₂ " x 10 ¹ / ₂ "
11	4 ¹ / ₂ " x 10 ³ / ₈ "	87	8 ³ / ₄ " x 11 ¹ / ₄ "
25	4 ⁵ / ₈ " x 6 ³ / ₄ "	90	9" x 12"
35	5" x 7 ¹ / ₂ "	93	9 ¹ / ₂ " x 12 ¹ / ₂ "
14	5" x 11 ¹ / ₂ "	95	10" x 12"
40	5 ¹ / ₂ " x 7 ¹ / ₂ "	97	10" x 13"
50	5 ¹ / ₂ " x 8 ¹ / ₄ "	98	10" x 15"
55	6" x 9"	105	11 ¹ / ₂ " x 14 ¹ / ₂ "
		110	12" x 15 ¹ / ₂ "

Business Mailer



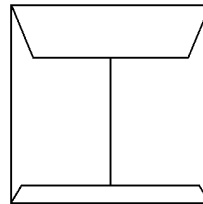
Size
9" x 12"
9 ¹ / ₂ " x 12 ¹ / ₂ "
10" x 13"

Coin



Size	Size
00	1 ¹¹ / ₁₆ " x 2 ³ / ₄ "
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 "

Squares



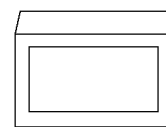
Size	Size
6 ¹ / ₂ " x 6 ¹ / ₂ "	
7 ¹ / ₂ " x 7 ¹ / ₂ "	
8" x 8"	
8 ¹ / ₂ " x 8 ¹ / ₂ "	
9" x 9"	
9 ¹ / ₂ " x 9 ¹ / ₂ "	

Policy



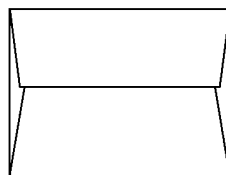
Size	Size
9	4" x 9"
10	4 ¹ / ₈ " x 9 ¹ / ₂ "
11	4 ¹ / ₂ " x 10 ³ / ₈ "
14	5" x 11 ¹ / ₂ "

Perfect Vision Display®



Regular Gum	Size	Window
	6" x 9"	4" x 7"
	9" x 12"	6 ¹ / ₂ " x 9 ¹ / ₂ "

A-Style

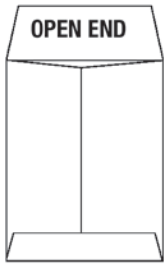


Size	Size
A-2	4 ³ / ₈ " x 5 ³ / ₄ "
A-6	4 ³ / ₄ " x 6 ¹ / ₂ "
A-7	5 ¹ / ₄ " x 7 ¹ / ₄ "
A-8	5 ¹ / ₂ " x 8 ¹ / ₈ "
A-10	6" x 9 ¹ / ₂ "
Slimline	3 ⁷ / ₈ " x 8 ⁷ / ₈ "

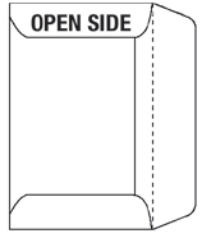


ENVELOPE GUIDE

Jumbo

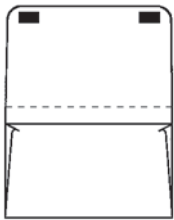


Size				
9" x 16"	13" x 19"	15" x 22"	22" x 27"	
11 x 17	14 x 16	16 x 20	24 x 30	
12 x 17	14 x 18	17 x 22	24 x 36	
12 ¹ / ₂ x 16	14 x 21	18 x 23		
12 ¹ / ₂ x 18 ¹ / ₂	15 x 18	19 x 26		
13 x 17	15 x 20	20 x 25		



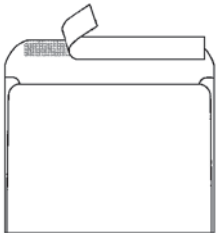
Size	
12 ¹ / ₂ x 18 ¹ / ₂	
15 x 20	
17 x 22	
20 x 26	
22 x 27	

Hitch-Hiker



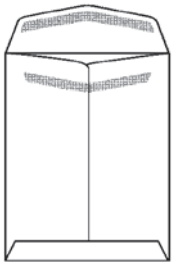
Size	Size Open	Sealed on Return
No.1	8 ³ / ₈ x 6 ¹ / ₂ "	3 ⁵ / ₈ x 6 ¹ / ₂ "
No.2	8 ³ / ₈ x 8 ⁷ / ₈	3 ⁵ / ₈ x 8 ⁷ / ₈
Sealed for Mail		
	4 ¹ / ₄ x 6 ¹ / ₂ "	
	4 ¹ / ₄ x 8 ⁷ / ₈	

Self Sealing Envelopes



First Class Mailers	Catalog Size	Size
9" x 12"	1 6" x 9"	13 ¹ / ₂ 10 x 13"
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
Booklet	10 ¹ / ₂ 9 x 12	15 ¹ / ₂ 12 x 15 ¹ / ₂
9" x 12"	12 ¹ / ₂ 9 ¹ / ₂ x 12 ¹ / ₂	

Latex Seal



Size	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 / ₄ 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

First Class Mail



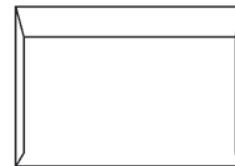
Size	Size
6	7 ¹ / ₂ " x 10 ¹ / ₂ "
10 ¹ / ₂	9 x 12
12 ¹ / ₂	9 ¹ / ₂ x 12 ¹ / ₂
13 ¹ / ₂	10 x 13

Catalog



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

Booklets



Size	Size
3	4 ³ / ₄ " x 6 ¹ / ₂ "
4 ¹ / ₂	5 ¹ / ₂ x 7 ¹ / ₂
5	5 ¹ / ₂ x 6 ¹ / ₂
6	5 ³ / ₄ x 6 ¹ / ₂
6 ¹ / ₂	6 x 6 ¹ / ₂
7	6 x 6 ¹ / ₂
7 ¹ / ₈	6 ¹ / ₂ x 6 ¹ / ₂
7 ¹ / ₄	7 x 6 ¹ / ₂
7 ¹ / ₂	7 ¹ / ₂ x 6 ¹ / ₂
9	8 ³ / ₄ x 6 ¹ / ₂
9 ¹ / ₂	9 x 6 ¹ / ₂
10	9 ¹ / ₂ x 6 ¹ / ₂
13	10 x 6 ¹ / ₂

