
VERITIV
ENVELOPE
GUIDE
Veritiv



Veritiv Envelope Guide

TABLE OF CONTENTS

THE ENVELOPE, PLEASE 3

HOW TO SIZE UP AN ENVELOPE 4

ANATOMY OF AN ENVELOPE 4

SHOULD YOU CONSIDER A CUSTOM ENVELOPE 4

THE BRIGHT IDEAS COME OUT OF PRINT 7

IT PAYS TO HANDLE ENVELOPES WITH CARE 7

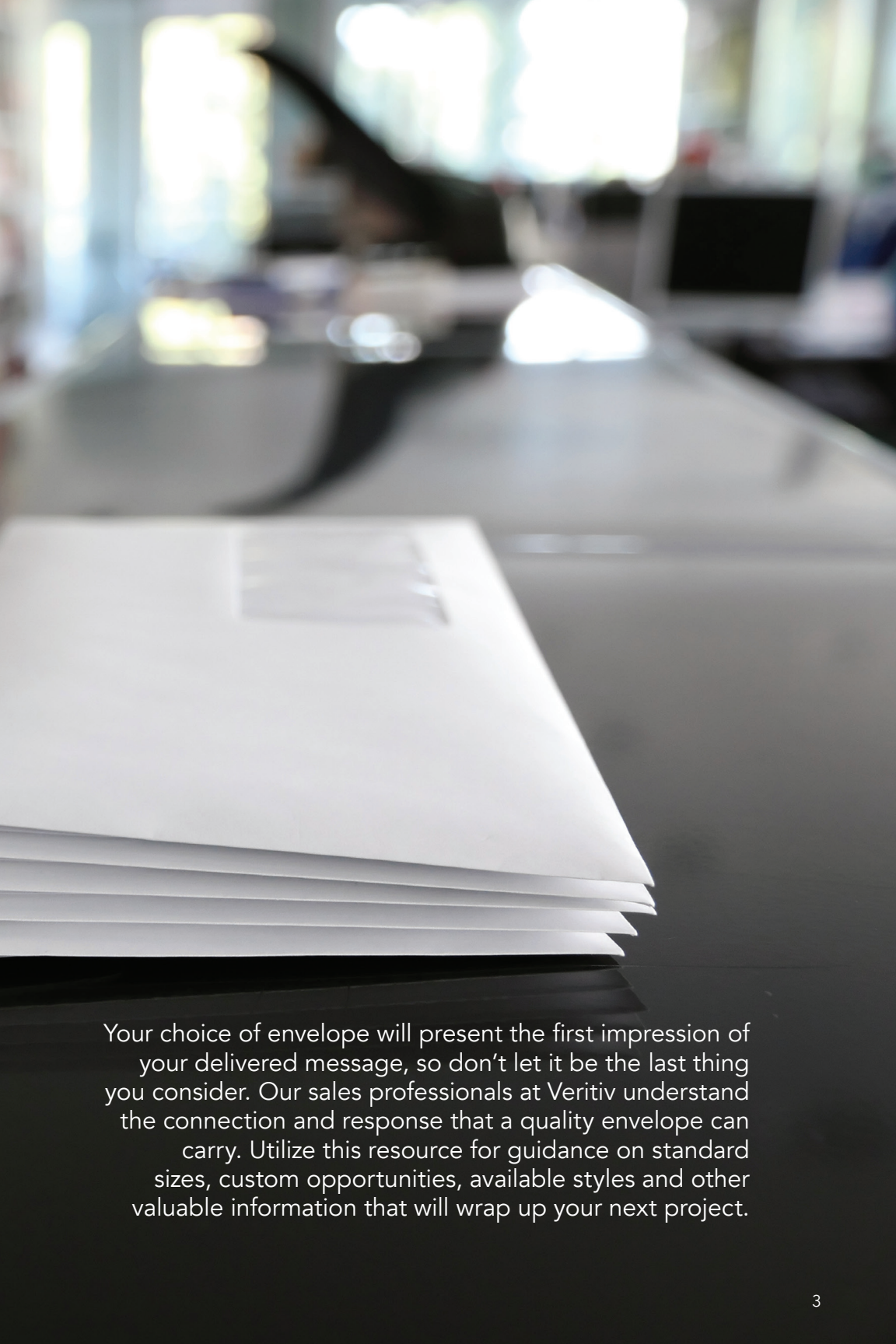
GLOSSARY OF ENVELOPE TERMINOLOGY 9

HOW TO CHOOSE THE RIGHT ENVELOPE EVERY TIME 15

STANDARD SIZES OF ENVELOPES 17



THE ENVELOPE, PLEASE



Your choice of envelope will present the first impression of your delivered message, so don't let it be the last thing you consider. Our sales professionals at Veritiv understand the connection and response that a quality envelope can carry. Utilize this resource for guidance on standard sizes, custom opportunities, available styles and other valuable information that will wrap up your next project.

HOW TO SIZE UP AN ENVELOPE

The most efficient use of time and money is to select a standard size envelope. There are several standard sizes already available that meet United States Postal Service Guidelines for general postage.

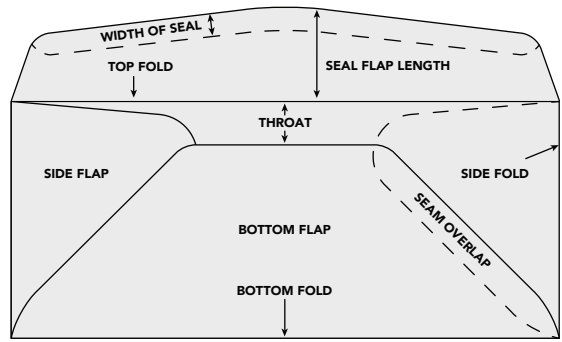
ADDITIONAL CONSIDERATIONS

1. If address is to appear on the envelope, a regular, full-face envelope should be used.
2. For enclosure addressing, use a type of window envelope.
3. If insertion is to be done by machine, open side (OSDS) envelopes are preferred.

ANATOMY OF AN ENVELOPE

A standard diagonal seam envelope is the most common style envelope in use today. Its parts are basically the same regardless of its size or name. The corners, flaps, shoulders, throat, seal and seams can vary slightly in size, curvature or shape.

To help you understand the terms used by envelope manufacturers, we have illustrated a basic diagonal seam envelope showing the most common terms applied to its parts. These terms are used regardless of its style - diagonal, side or center seam - open end or open side.



Please reference the glossary for additional reference to familiarize yourself with these terms.

SHOULD YOU CONSIDER A CUSTOM ENVELOPE?

Where a particular enclosure need exists, or when a routine job requires special handling, a custom envelope may be indicated. Or perhaps choosing one of a dozen specialized envelopes would be more suitable. In addition to standard envelopes, there are hundreds of non-standard dies available which are adaptable to new applications at surprisingly little cost.



FOR A COMPLETELY NEW DESIGN, OR THE ADAPTATION OF AN EXISTING ENVELOPE, THERE IS VIRTUALLY NO LIMIT TO THE VARIETY OF STYLES THAT CAN BE PRODUCED IN ANY SIZE FOR ANY PURPOSE



Veritiv Envelope Guide

THE BRIGHT IDEAS COME OUT IN PRINT

The tactile experience of receiving a printed message just cannot be achieved through electronic means. The texture, color and overall appearance of an envelope can effectively pique the recipient's interest of what's inside.

Printing on envelopes is a good way to increase awareness and response. For instance, teaser copy is often an excellent way to command attention. Attractive graphics can set the scene for the message inside. Advancements in printing technology provide a more expanded opportunity to run full color as well the ability to elevate the message through variable printing.

Certain envelope styles, such as side-seam, lend themselves to addressing on what would normally be the back of the envelope, leaving the entire face for eye-catching graphics. It's also important to remember that the inclusion of a postage paid indicia markedly increases returns.

IT PAYS TO HANDLE ENVELOPES WITH CARE

For stored envelopes, proper stacking is important to keep them in good condition. In cartons or boxes, envelopes should always be standing on edge. Lying flat or in partially used boxes, it's too easy for them to become distorted or have their flaps stick. Keep boxes and cartons closed, sealed, and in a dry, well-ventilated area.

Proper sealing is achieved by making sure enclosures are not too bulky for the envelope, by moistening the entire gum surface, and by holding firmly until sealed.

OPEN FOR BUSINESS



SEVILLE™

Seville Envelopes. *Open for Business.*

What goes inside an envelope is your business –
trust Seville™ to deliver your most important documents.

veritivcorp.com/seville

Veritiv

Seville envelopes are available exclusively from Veritiv

GLOSSARY OF ENVELOPE TERMINOLOGY

Here are some of the most widely used terms in the envelope industry. It is recommended that you familiarize yourself with these terms so that you may better understand their connection with envelopes.

ADJUSTABLE DIE CUTTING
This is a cost-effective way to produce small, odd size runs where the only alternative is purchasing a new die at a higher cost.

A-STYLE
Announcement style, open side envelope with double side seam construction and a square flap. Available in six standard sizes and most often converted from text paper.

BANG-TAIL ENVELOPE
An open side, wallet flap, double side seam envelope that has a perforated "tail" of paper attached to the back flap for additional information or to be used as an order form.

BANKERS FLAP
Style of flap that is either diamond shaped or rounded corner most commonly found on commercial or baronial envelopes.

BARCODE
A series of vertical bars representing a mail piece's zip code, or used to electronically scan retail products and other materials.

BARONIAL
Baronial envelopes are used primarily for invitations and greetings. They are available in many colors and finishes. Matching panel and plain cards and folders are available. Baronial envelopes have diagonal seams and pointed flaps. Standard size dimensions range from 3 5/8" x 5 1/8" to 5 1/4" x 7 1/4".

BOOKLET ENVELOPE
A larger open sided envelope that seals on the long side.

BULK PACKED
Packaging envelopes in a carton versus separate boxes within a carton.

GLOSSARY OF ENVELOPE TERMINOLOGY (CONTINUED)

BUSINESS REPLY ENVELOPE (BRE)
A Business Reply Envelope is an envelope that has a pre-printed First Class Permit and return address on it and the original sender pays for its return. Any size or style can be used, but the most commonly used are the commercial style 6 1/4, 6 3/4, or 9.

CATALOG ENVELOPE
Open end envelopes, usually having center seam construction and a wallet style flap. There are many standard sizes available, with the 9" x 12" size being the most popular.

CENTER SEAM
The permanent seam that joins the two side flaps together at the center of the envelope.

CHECK ENVELOPE
A double window die cut commercial envelope for both the forwarding and return addresses.

CLASP ENVELOPE
Normally manufactured using an open end envelope with a gummed seal flap, a metal slap is secured to the back side of the envelope and a small reinforced hole is punched in the flap for the clasp to slip through and be secured. The clasp used in conjunction with the seal gum provides added security.

COIN ENVELOPE
A small open end envelope usually with center seam construction used for small parts, jewelry, coins, etc. There are eight standard size coin envelopes readily available.

COMMERCIAL STYLE ENVELOPE
Open side envelope with diagonal or double side seams with a rounded corner banker style flap. The most popular envelope for business, it is sometimes referred to as an "official" envelope. It is readily available in many paper varieties and comes in 11 different sizes.

CONVERTING
The manufacturing process of creating envelopes from roll stock or parent-size sheets of paper.

COURTESY RETURN ENVELOPE (CRE)
A Courtesy Return Envelope has a pre-printed return address but the individual returning the envelope must apply the postage. Any size or style can be used, but the most commonly used are the commercial style 6 1/4, 6 3/4, or 9.

DIAGONAL SEAM
A seam running diagonally from the bottom fold and corner upward toward the center of the envelope.

DIE
A metal form used to cut envelope blanks from sheets of paper.

DOCUMENT ENVELOPE
Also referred to as Legal style – a large, open side, double side seam outside, hex flap envelope. Traditionally produced with manila or kraft stock with a heavy seal gum, providing extra protection for documents requiring security or confidentiality.

EXPANSION ENVELOPE
Expansion envelopes, also known as expandable or gusseted, are used for bulky materials, such as financial reports, book mailings, or simply box replacement. The expandable envelopes come in various expansion widths, ranging from 1 inch to 5 inch wide expansion.

FACING IDENTIFICATION MARKS (FIM)
Vertical bars printed in the upper middle portion of a mail piece that identify business reply and other barcoded mail.

GUM
An adhesive substance used to seal an envelope.

- BACK GUM: Forms a permanent bond at the envelope's seams
- SEAL GUM: Seals the envelope when moistened
- SPLIT GUM: When there's no gum over areas where the seal gum would normally contact the back seam gum, to avoid tabbing and blocking

HITCH-HIKER ENVELOPE
A dual purpose envelope for use in both outbound and return response mailing.

INDICIA
Marking or imprint in the upper right corner that denotes payment of postage.

JUMBO ENVELOPE
Jumbo envelopes come in extra large sizes commonly used for shipping and storage by businesses such as hospitals, engineering firms, legal entities, and advertising agencies.

GLOSSARY OF ENVELOPE TERMINOLOGY (CONTINUED)

LATEX SEAL®
A self-adhering envelope seal that requires no moisture. Latex gum is applied to the seal flap and the back of the envelope. When the two strips of latex gum are pressed together they create a bond which seals the envelope.

OFFICIAL ENVELOPE
Reference COMMERCIAL STYLE ENVELOPES.

OPEN END ENVELOPE
A style of envelope on which the opening or seal flap is on the shorter side of the envelope.

OPEN SIDE ENVELOPE
A style of envelope on which the opening or side flap is on the longer side of the envelope.

PEEL & SEEL®
The original and most trusted brand of pressure-sensitive, self-sealing envelopes, using a release liner strip on the flap to protect the adhesive. This allows the envelope to be packed "flaps down" making it easier to print.

REGULAR STYLE ENVELOPE
Any style of commercial, official or bankers flap envelope which does not have a window.

REMITTANCE ENVELOPE
An open side envelope with a large wallet flap covering most of the back used for returning payments.

SEAL GUM (RE-MOISTENABLE)
The re-moistenable gum on the seal flap which, when moisture is applied, allows the envelope to be permanently sealed.

SIDE SEAMS
An envelope seam that runs almost parallel to the side fold.

STRING & BUTTON
A closure most often used on catalog style envelopes consisting of a round, heavy tag stock button which is secured to the back of the envelope, and a similar button with a heavy duty string which is attached to the seal flap. The string is wound around the two buttons securing the inside contents of the envelope.

SQUARE ENVELOPE
Square flap and side seam construction allowing for more printable area.

SQUARE FLAP
A rectangular style flap with square corners.

THROAT
The place between the top fold and the top of the bottom flap that forms the opening.

TINTING
Patterned printing on the inside of an envelope to increase opacity and security.

TYVEK® ENVELOPE
Envelopes made with DuPont™ Tyvek® material are lighter than paper envelopes, yet their strength, durability and water resistance make them virtually indestructible.

WALLET FLAP
A rectangular style seal with rounded corners.

WEB ENVELOPE
Made from rolls of paper, commonly referred to SIDE SEAM envelopes.

WHITE WOVE
Most common paper generally used in envelope manufacturing.

WINDOW ENVELOPE
Envelopes that have a poly or transparent window opening on the envelope face allowing an insert address to show through.





Veritiv Envelope Guide

HOW TO CHOOSE THE RIGHT ENVELOPE EVERY TIME

Certain envelope styles work best for the more common insert items. Reference the tables below to narrow your search down to a recommended style.

INSERTIONS	ENVELOPE STYLES
Personal Letters	Bond or White Wove, Commercial and Official (Regular and Self-Seal)
Processed Letters and Circulars	Bond, White Wove, Colored Wove, Manila, Commercial and Official
Single Sheets	Booklet Envelopes, Flat Mailers, Open Ends (Regular and Self-Seal)
Booklets	Booklet Envelopes, Clasp, String and Button, Open Ends (Regular and Self-Seal)
Magazines	Booklet Envelopes, Open Ends, Clasp
Catalogs	Clasp, String and Button, Open Ends (Regular and Self-Seal)
Reply Envelopes	White Wove, Colored Wove, Commercial and Official

STANDARD SIZE WINDOWS AND POSITIONS

SIZE	STANDARD SIZE WINDOW	STANDARD POSITION FROM LEFT	STANDARD POSITION FROM BOTTOM
6 3/4 Window	1 1/8" x 4 1/2"	7/8"	1/2"
8 5/8 or Check Window	1" x 4" 1 1/8" x 4 1/2" 1 1/4" x 4"	1" 3/4" 5/8"	3/4" 13/16" 13/16"
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"
10 Right Hand Window	1 1/8" x 4 1/2"	4 1/8"	1/2"

STANDARD SUBSTANCE WEIGHTS

PAPER WEIGHT	ENVELOPE TYPE
16 lb.	Air Mail Envelopes
20 lb.	Commercial Envelopes
24 lb.	Open side, Official or Commercial Envelopes
28 lb.	Open, Catalog or Large Commercial Envelopes
32 lb.	Heavy-Duty and Clasp Envelopes
40 lb.	Large, Heavy-Duty or Storage Envelopes that are handled frequently



Veritiv Envelope Guide

STANDARD SIZES OF ENVELOPES

Following is a listing of the standard sizes of envelopes, arranged from smallest to largest. For an illustration and more information on any envelope listed below, refer to the application **section** and **style** on the following pages.

SIZE *(inches, shortest dim x longest dim)*	**SECTION** & **STYLE**	
1 11/16 x 2¾	**17**	Coin
2¼ x 3½	**17**	Coin
2¼ x 4¼	**4**	Latex Seal
	17	Coin
2⅞ x 5¼	**17**	Coin
3 x 4½	**17**	Coin
3 x 4⅞	**17**	Coin
3⅛ x 5½	**2**	Clasp/String & Button
	4	Latex Seal
	17	Coin
3⅜ x 6	**2**	Clasp/String & Button
	17	Coin
3½ x 4⅞	**19**	Bus. Announc. Cards
3½ x 6	**1**	Commercials
	10	Remittance/Wallet Flap
3½ x 6¼	**10**	Remittance/Wallet Flap
3½ x 6½	**4**	Latex Seal
	17	Coin
3⅝ x 5⅛	**14**	Baronial
	19	Bus. Announcements
3⅝ x 6½	**1**	Commercials & Officials
	10	Remittance/Wallet Flap
	16	Hitch-Hiker
	23	Flip and Seal
3⅝ x 8⅝	**1**	Commercials & Officials
3⅝ x 8⅞	**16**	Hitch-Hiker
3¾ x 6½	**18**	Drive-In Banking
3¾ x 6¾	**1**	Commercials & Officials
3¾ x 7	**18**	Drive-In Banking
3⅞ x 7½	**1**	Commercials & Officials
3⅞ x 8⅞	**1**	Commercials & Officials
	6	A-Style
	10	Remittance/Wallet Flap
4 x 5⅞	**18**	Drive-In Banking
	19	Bus. Announc. Cards
4 x 6¼	**18**	Drive-In Banking
4 x 6⅜	**2**	Clasp/String & Button
4 x 9	**22**	Policy
4⅛ x 5½	**14**	Baronial
	19	Bus. Announcements
4⅛ x 9½	**1**	Commercials & Officials
	13	Air Mail
	22	Peel & Seel
	23	Flip and Seal
4¼ x 5½	**19**	Bus. Announc. Cards
4¼ x 6½	**16**	Hitch-Hiker
4¼ x 8⅞	**16**	Hitch-Hiker
4⅜ x 5¾	**6**	A-Style
	14	Baronial
	19	Bus. Announcements
4½ x 10⅜	**1**	Commercials & Officials
	2	Clasp/String & Button

SIZE *(inches, shortest dim x longest dim)*	**SECTION & STYLE**	
4⅝ x 6¼	**19**	Bus. Announc. Cards
4⅝ x 6¾	**2**	Clasp/String & Button
	4	Latex Seal
	21	Catalog
4¾ x 6½	**6**	A-Style
	14	Baronial
	19	Bus. Announcements
	20	Booklets
4¾ x 11	**1**	Commercials & Officials
4⅞ x 7	**19**	Bus. Announc. Folders
5 x 7½	**2**	Clasp/String & Button
	21	Catalog
5 x 11½	**1**	Commercials & Officials
	2	Clasp/String & Button
5⅛ x 7	**19**	Bus. Announc. Cards
5¼ x 7¼	**6**	A-Style
	19	Bus. Announcements
5¼ x 8	**19**	Bus. Announc. Cards
5½ x 7½	**2**	Clasp/String & Button
	4	Latex Seal
	20	Booklets
	21	Catalog
5½ x 8⅛	**6**	A-Style
	21	Booklets
5½ x 8¼	**2**	Clasp/String & Button
	21	Catalog
5½ x 8½	**19**	Bus. Announc. Folders
5¾ x 8¾	**6**	A-Style
5¾ x 8⅞	**20**	Booklets
6 x 9	**2**	Clasp/String & Button
	4	Latex Seal
	20	Booklets
	21	Catalog
	22	Peel & Seel
6 x 9½	**2**	Clasp/String & Button
	6	A-Style
	20	Booklets
	21	Catalog
6 x 12	**12**	Safety Mail
6½ x 6½	**3**	Squares
6½ x 9¼	**19**	Bus. Announc. Folders
6½ x 9½	**2**	Clasp/String & Button
	4	Latex Seal
	20	Booklets
	21	Catalog
	22	Peel & Seel
7 x 10	**2**	Clasp/String & Button
	4	Latex Seal
	20	Booklets
	21	Catalog
7 x 10¼	**19**	Bus. Announc. Folders
7½ x 7½	**3**	Squares
7½ x 10½	**2**	Clasp/String & Button
	4	Latex Seal
	5	First Class Mail
	20	Booklets
	21	Catalog
	22	Peel & Seel
8 x 8	**3**	Squares
8½ x 8½	**3**	Squares

SIZE *(inches, shortest dim x longest dim)*	**SECTION** & **STYLE**
8¾ x 11¼	**2** Clasp/String & Button
	11 Job Ticket & Filing
	21 Catalog
8¾ x 11½	**20** Booklets
9 x 9	**3** Squares
9 x 11¾	**12** File-Velope
9 x 12	**2** Clasp/String & Button
	4 Latex Seal
	5 First Class Mail
	15 Business Mailer
	20 Booklets
	21 Catalog
	22 Peel & Seel
	24 Tyvek
	25 Expansion
9½ x 9½	**3** Squares
9½ x 11¾	**11** Job Ticket & Filing
9½ x 12	**7** Document File or Legal
9½ x 12⅝	**2** Clasp/String & Button
	4 Latex Seal
	5 First Class Mail
	8 Inter-Office, Open End
	15 Business Mailer
	21 Catalog
	22 Peel & Seel
9½ x 12½	**20** Booklets
10 x 12	**2** Clasp/String & Button
10 x 13	**2** Clasp/String & Button
	4 Latex Seal
	5 First Class Mail
	8 Inter-Office, Open End
	15 Business Mailer
	20 Booklets
	21 Catalog
	22 Peel & Seel
	24 Tyvek
	25 Expansion
10 x 15	**2** Clasp/String & Button
	7 Document File or Legal
	21 Catalog
	22 Peel & Seel
11½ x 14½	**2** Clasp/String & Button
	4 Latex Seal
	21 Catalog
	22 Peel & Seel
12 x 15½	**2** Clasp/String & Button
	4 Latex Seal
	21 Catalog
	22 Peel & Seel
	24 Tyvek
12 ½ x 15½	**26** Jumbo
13 x 17	**26** Jumbo
15 x 20	**26** Jumbo
17 x 22	**26** Jumbo
22 x 27	**26** Jumbo

All sizes in this brochure are Standard Industry Sizes and do not necessarily indicate stocking items.

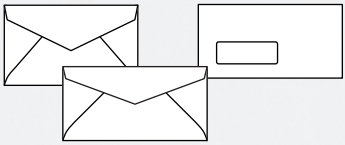


All sizes in this brochure are Standard Industry Sizes and do not necessarily indicate stocking items.

1 COMMERCIALS AND OFFICIALS

● = Regulars - stocking item
★ = Windows - stocking item

All sizes available to order in any style and paper grade.



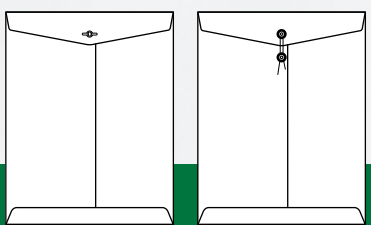
Size	Dimensions	White Wove	Confetti Tint Blue	Colored Wove	Air Mail Env	Recycle Wove
6¾	3⅝ x 6½	● ★	● ★	● ★		● ★
7¾	3⅞ x 7½	● ★	● ★			
Monarch	3⅞ x 7½	● ★	●			
Check	3⅝ x 8⅝	● ★	● ★			
9	3⅞ x 8⅞	● ★	● ★	● ★		● ★
10	4⅛ x 9½	● ★	● ★	● ★	● ★	● ★
11	4½ x 10⅜	● ★				
12	4¾ x 11	●				
14	5 x 11½	●				

2 CLASP OR STRING & BUTTON

Item	Size	B	G	H
5	3⅛ x 5½	•		
10	3⅜ x 6	•		
15	4 x 6⅜	•		
11	4½ x 10⅜	•		
25	4⅝ x 6¾	•		
35	5 x 7½	•	•	
14	5 x 11½	•	•	
50	5½ x 8¼	•		
55	6 x 9	•	•	
63	6½ x 9½	•	•	•
68	7 x 10	•		
75	7½ x 10½	•	•	•
83	8½ x 11½	•		
95	10 x 12	•		
97	10 x 13	•	•	•
98	10 x 15	•		
105	11½ x 14½	•	•	•
110	12 x 15½	•	•	•

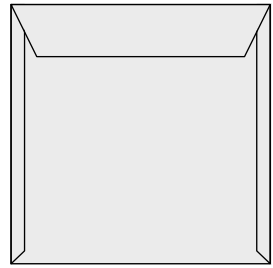
THE FOLLOWING CODES ARE USED TO DESIGNATE STOCKING COLORS:

B = Brown Kraft
C = Colored Wove
G = Gray Kraft
H = White Kraft
M = Manila Wove
MT = Manila Tag
RW = Recycled Wove
W = White Wove
T = Tyvek®
WT = White Tag



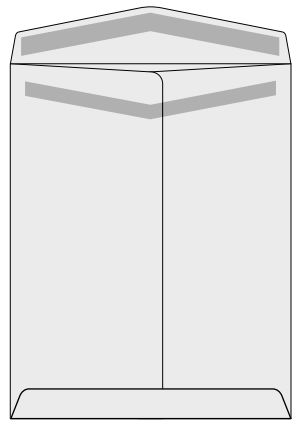
3 SQUARES

Size	W
6½ x 6½	•
7½ x 7½	•
8 x 8	•
8½ x 8½	•
9 x 9	•
9½ x 9½	•



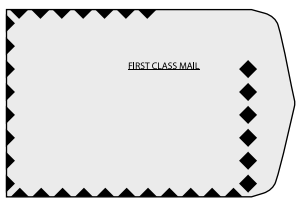
4 LATEX SEAL

Item	Size	W	B
3 Coin	2½ x 4¼		•
5½ Coin	3⅛ x 5½		•
7 Coin	3½ x 6½		•
1 Scarf	4⅝ x 6⅜		•
4¼ Scarf	5½ x 7½		•
1	6 x 9	•	•
1¾	6½ x 9½	•	•
3	7 x 10		
6	7½ x 10½	•	•
10½	9 x 12	•	•
12½	9½ x 12½	•	•
13½	10 x 13	•	•
14½	11½ x 14½	•	•
15½	12 x 15½	•	•



5 FIRST CLASS MAIL

Item	Size	W	B
6	7½ x 10½	•	•
10	9 x 12	•	•
12½	9½ x 12½	•	•
13½	10 x 13	•	•



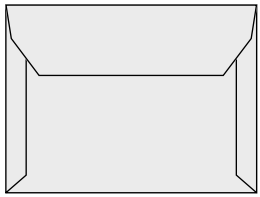
6 A-STYLE

Item	Size	W	RW
A-2	4⅜ x 5¾	•	•
A-6	4¾ x 6½	•	•
A-7	5¼ x 7¼	•	
A-8	5¼ x 8⅛	•	
A-9	5¾ x 8¾	•	
A-10	6 x 9½	•	
Slimline	3⅝ x 9⅞	•	



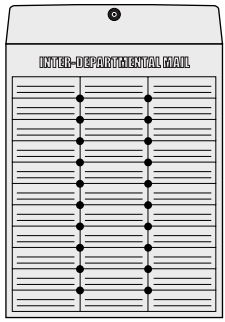
7 DOCUMENT

Size	B (Ungummed)	B (Gummed)
9 x 12	•	•
9½ x 12½	•	•
10 x 15	•	•

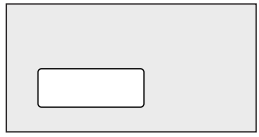


8 INTER-OFFICE, OPEN-END

Size	B
9½ x 12½	•
10 x 13	•



9 STANDARD WINDOW SIZES AND POSITIONS



Item	Standard Size Window	Standard Position from Left	Bottom
6¼	1⅛ x 4½	¾	½
6¾	1⅛ x 4½	⅞	½
7 Window	1⅛ x 4½	⅞	½
7¾ Window	1⅛ x 4½	⅞	½
8⅝ or Check Window	1 x 4 1⅛ x 4½ 1¼ x 4	1 ¾ ⅞	¾ 13/16 13/16
9 Window	1⅛ x 4½	⅞	½
10 Window	1⅛ x 4½	⅞	½
10 Right Hand Window	1⅛ x 4½	4 ⅛	½
11 Window	1⅛ x 4½	⅞	½

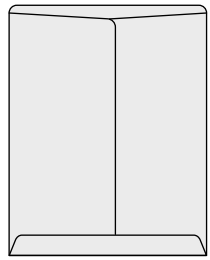
10 REMITTANCE OR WALLET FLAP

Item	Size	Flap	W	B
6¼	3½ x 6	3 3/16	•	•
6½	3½ x 6¼	3⅜	•	•
6¾	3⅝ x 6½	3½	•	•
9	3⅞ x 8⅞	3⅝	•	



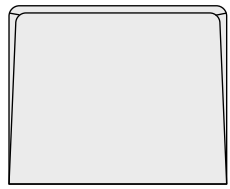
11 JOB TICKET

Size	B	M
8¾ x 11¼	•	•
9½ x 12	•	•



12 FILE-VELOPE

Size	MT	M	WT
9 x 11¼	•	•	•



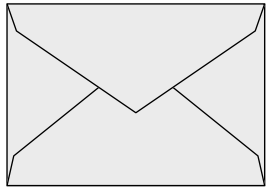
13 AIR MAIL

Item	Size	W
10	4⅛ x 9½	•



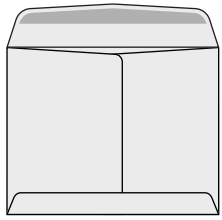
14 BARONIAL

Item	Size	W
4 Baronial	3⅝ x 5⅛	•
5 Baronial	4⅛ x 5½	•
5½ Baronial	4⅜ x 5¾	•
6 Baronial	4¾ x 6½	•



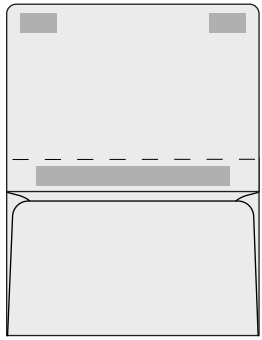
15 BUSINESS MAILER

Size	B
9 x 12	•
9½ x 12½	•
10 x 13	•



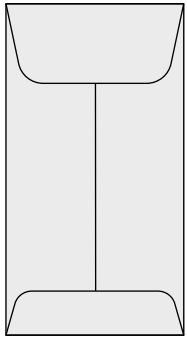
16 HITCH-HIKER

Size	Overall Size When Open	Flap Sealed Ready For Mail	Flap Sealed On Return	W
No. 1	8 3/8 x 6 1/2	4 1/4 x 6 1/2	3 5/8 x 6 1/2	•
No. 2	8 3/8 x 8 7/8	4 1/4 x 8 7/8	3 5/8 x 8 7/8	•



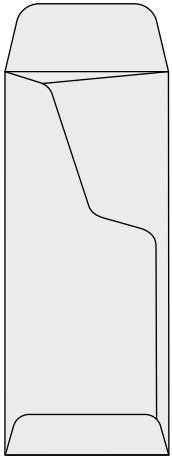
17 COIN

Item	Size	W	B	M
1	2 1/4 x 3 1/2	•	•	•
3	2 1/2 x 4 1/4	•	•	•
4	3 x 4 1/2	•	•	•
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	•	•	•



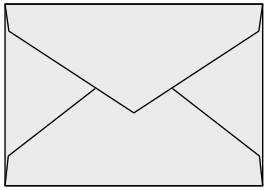
18 DRIVE-IN BANKING

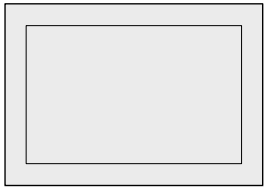
Size	Seam	W
3 3/4 x 7	OPEN END / SLANTED	•



19 SOCIAL & COMMERCIAL ANNOUNCEMENTS

Item		Size	Panel
4	BARONIAL		
	Envelope	3⅝ x 5⅛	
	Panel Card	3½ x 4⅞	½
	Plain Card	3½ x 4⅞	
	Plain Folder	4⅞ x 7	
	Panel Folder	4⅞ x 7	½
5	BARONIAL		
	Envelope	4⅛ x 5½	
	Panel Card	4 x 5¼	½
	Plain Card	4 x 5¼	
5½	BARONIAL		
	Envelope	4⅜ x 5¾	
	Panel Card	4¼ x 5½	½
	Plain Card	4¼ x 5½	
	Plain Folder	5½ x 8½	
	Panel Folder	5½ x 8½	½
6	BARONIAL		
	Envelope	4¾ x 6½	
	Panel Card	4⅝ x 6¼	⅝
	Plain Card	4⅝ x 6¼	
	Plain Folder	6¼ x 9¼	
	Panel Folder	6¼ x 9¼	⅝
LEE			
	Envelope	5¼ x 7¼	
	Panel Card	5⅛ x 7	⅝
	Plain Card	5⅛ x 7	
	Plain Folder	6⅝ x 10	
	Panel Card	6⅝ x 10	¾

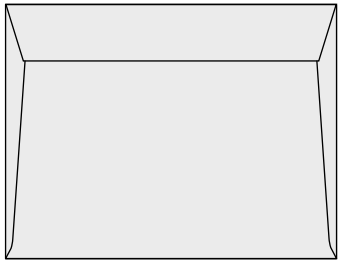






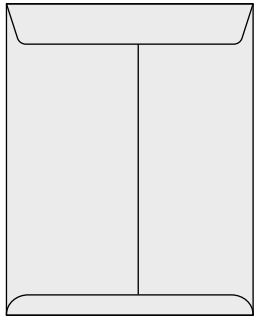
20 BOOKLETS

Item	Size	W B
6½	6 x 9	• •
9½	9 x 12	• •
10	9½ x 12⅝	• •
13	10 x 13	• •



21 CATALOG

Item	Size	W	B
1 Catalog	6 x 9	•	•
6 Catalog	7½ x 10½	•	•
9¾ Catalog	8¾ x 11¼	•	•
10½ Catalog	9 x 12	•	•
12½ Catalog	9½ x 12½	•	•
13½	10 x 13	•	•
14½	11½ x 14½	•	•
15½	12 x 15½	•	•



22 PEEL & SEEL®

BOOKLET

Size	W
9 x 12	•
9½ x 12⅝	•

COMMERCIAL

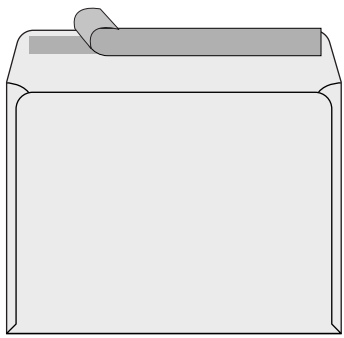
Size	W
4⅛ x 9½	•

FIRST CLASS MAILERS

		W	B
***Booklet* Size**	9½ x 12⅝	•	
	10 x 13	•	
***Catalog* Size**	9 x 12	•	
	9½ x 12½	•	•
	10 x 13	•	

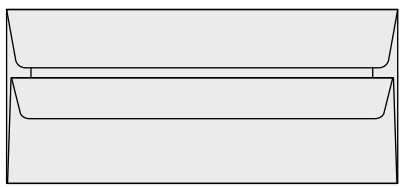
CATALOG

Size	W	B	G
6 x 9	•	•	
6½ x 9½	•	•	
7½ x 10½	•	•	
9 x 12	•	•	•
9½ x 12½	•	•	
10 x 13	•	•	•
10 x 15	•	•	
11½ x 14½	•		
12 x 15½	•	•	



23 FLIP AND SEAL

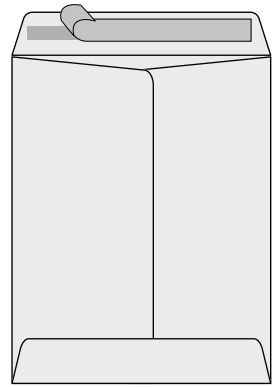
Item	Size	W
6¾	3⅝ x 6½	•
#10	4⅛ x 9½	•



24 DUPONT™ TYVEK®

Size	T 11#	T 14#	T 18#
9 x 12*	•	•	•
10 x 13*	•	•	•
12 x 15½*		•	•

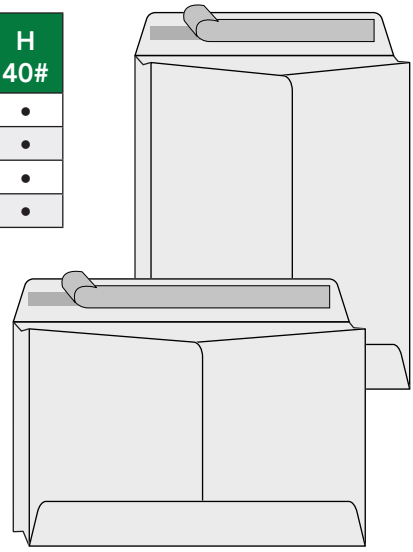
** All DuPont™ Tyvek® Envelopes are provided with a Zip Stick® seal.*



25 EXPANSION

Size & Depth	Flap Position	T 14#	T 18#	B 40#	H 40#
9 x 12 x 2*	OECS	•	•	•	•
10 x 13 x 1 1½*	OECS	•	•	•	•
10 x 13 x 2*	OECS	•	•	•	•
10 x 13 x 2*	OSCS	•	•	•	•

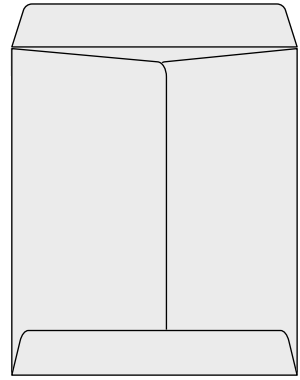
** All Expansion Envelopes are provided with a Zip Stick® seal.*



26 JUMBO MAILER

Size	H 28#	B 28#	G 28#
12½ x 18½*	•	•	•
13 x 17*	•	•	•
15 x 20*	•	•	•
17 x 22*	•	•	•
22 x 27*	•	•	•

** All Jumbo Mailers are provided ungummed.*





© 2018 Veritiv Corporation. All rights reserved.
Veritiv and the Veritiv logo are registered trademarks of Veritiv Corporation or its affiliates.
ENVGUIDE18