

# Envelope Size Quick Guide

1-877-MMPRINT

## A-Style

The "A" in A-Style stands for Announcement. These square flap envelopes are most commonly used with invitations, greeting cards, small booklets, brochures to add a premium feel and look to your mailer.

Envelope Size **A2** Insert Size

Width: 5.75 in. Height: 4.375 in. Width: 5.5 in. Height: 4.125 in.

Envelope Size **A6** Insert Size

Width: 6.5 in. Height: 4.75 in. Width: 6.25 in. Height: 4.5 in.

Envelope Size **A7** Insert Size

Width: 7.25 in. Height: 5.25 in. Width: 7 in. Height: 5 in.

Envelope Size **A8** Insert Size

Width: 8.125 in. Height: 5.5 in. Width: 7.875 in. Height: 5.25 in.

Envelope Size **A10** Insert Size

Width: 9.5 in. Height: 6 in. Width: 9.25 in. Height: 5.75 in.

## Commercial

Also known as Business or Regular Envelopes, the majority of businesses use these standard envelopes to mail letterhead, invoices, checks, statements and direct mail. Available with window.

Envelope Size **#6<sup>1/2</sup>** Insert Size

Width: 6.25 in. Height: 3.5625 in. Width: 6 in. Height: 3.3125 in.

Envelope Size **#6<sup>3/4</sup>** Insert Size

Width: 6.5 in. Height: 3.5 in. Width: 6.25 in. Height: 3.325 in.

Envelope Size **#7<sup>3/4</sup> MONARCH** Insert Size

Width: 7.5 in. Height: 3.875 in. Width: 7.5 in. Height: 3.625 in.

Envelope Size **#9** Insert Size

Width: 8.875 in. Height: 3.875 in. Width: 8.625 in. Height: 3.625 in.

Envelope Size **#10** Insert Size

Width: 9.5 in. Height: 4.125 in. Width: 9.25 in. Height: 3.875 in.

## Catalog

The standard for mailing important documents, annual reports, catalogs, folders, reports and more. The flap is found along the shorter side. Available with window and Peel and Seal.

Envelope Size **6x9** Insert Size

Width: 6 in. Height: 9 in. Width: 5.75 in. Height: 8.75 in.

Envelope Size **9x12** Insert Size

Width: 9 in. Height: 12 in. Width: 8.75 in. Height: 11.75 in.

Envelope Size **10x13** Insert Size

Width: 10 in. Height: 13 in. Width: 9.75 in. Height: 12.75 in.

## Booklet

Strong and ample, these standard machinable flap envelopes have the capacity to safely hold booklets, catalogs, magazines and even stuffed presentation media kits. Available with window and Peel and Seal.

Envelope Size **6x9** Insert Size

Width: 9 in. Height: 6 in. Width: 8.75 in. Height: 5.75 in.

Envelope Size **9x12** Insert Size

Width: 12 in. Height: 9 in. Width: 11.75 in. Height: 8.75 in.

Envelope Size **10x13** Insert Size

Width: 13 in. Height: 10 in. Width: 12.75 in. Height: 9.75 in.

## Remittance

Versatile large flap envelopes provide sufficient room and privacy for critical information such as credit card numbers. Tear-off flap also available.

Envelope Size **#6<sup>3/4</sup> / #9** Envelope Size

Width: 6.5 in. Height: 3.625 in. Width: 8.875 in. Height: 3.875 in.

## Donation

Also referred to as Offering, Pew and Tithe envelopes. Effective and inexpensive way to collect donations. Widely used by religious organizations and non-profits. Cannot be mailed.

Envelope Size **6<sup>1/4</sup>**

Width: 6.25 in. Height: 3 in.