

# Common envelope sizes

## Commercial/Official

For a host of business and personal correspondence purposes, i.e., letterheads, invoices, statements, writing stationery, direct marketing mailings, etc.



	Envelope	Enclosure
6 1/4	3.5 x 6	3.25 x 5.75
6 3/4	3.625 x 6.5	3.5 x 6.25
8 1/4	3.625 x 8.625	3.5 x 8.375
7	3.75 x 6.75	3.5 x 6.5
Monarch (7 3/4)	3.875 x 7.5	3.75 x 7.25
9	3.875 x 8.875	3.75 x 8.625
10	4.125 x 9.5	4 x 9.25
11	4.5 x 10.325	4.25 x 10.125
12	4.75 x 11	4.5 x 10.75
14	5 x 11.5	4.75 x 11.25

## Square Flap

Contemporary and elegant flap style adds a touch of elegance to any business correspondence. Particularly popular as part of an executive stationery suite.



	Envelope	Enclosure
6 3/4	3.625 x 6.5	3.5 x 6.25
7 3/4	3.875 x 7.5	3.75 x 7.25
9	3.875 x 8.875	3.75 x 8.625
10	4.125 x 9.5	4 x 9.25

## Side-Seamed

Features attractive styling with specially tapered sealing flap and throat to add that touch of visual impressiveness and prestige so essential to correspondence today.



	Envelope	Enclosure
6 3/4	3.625 x 6.5	3.5 x 6.25
7 3/4	3.875 x 7.5	3.75 x 7.25
9	3.875 x 8.875	3.75 x 8.625
10	4.125 x 9.5	4 x 9.25

## A-Style

For announcements, small booklets, brochures or promotional pieces and, more recently, for distinctive business stationery. This style envelope is enhanced by the use of text paper.



	Envelope	Enclosure
A-2	4.375 x 5.75	4.1875 x 5.5
A-6	4.75 x 6.5	4.625 x 6.1875
A-7	5.25 x 7.25	5 x 6.875
A-8	5.5 x 8.125	5.25 x 7.75
A-Long	3.875 x 8.875	3.75 x 8.625
A-10	6 x 9.5	5.75 x 9.125

## Business Announcements

With a pointed flap, for formal business announcements, invitations and changes of address.



	Envelope	Enclosure
4 Baronial	3.625 x 5.125	3.5 x 4.875
Astor	3.625 x 5.625	3.5 x 5.375
5 Baronial	4.125 x 5.5	4 x 5.375
5 1/2 Baronial	4.375 x 5.75	4.25 x 5.5
6 Baronial	4.75 x 6.5	4.625 x 6.25
Lee	5.25 x 7.25	5.125 x 7