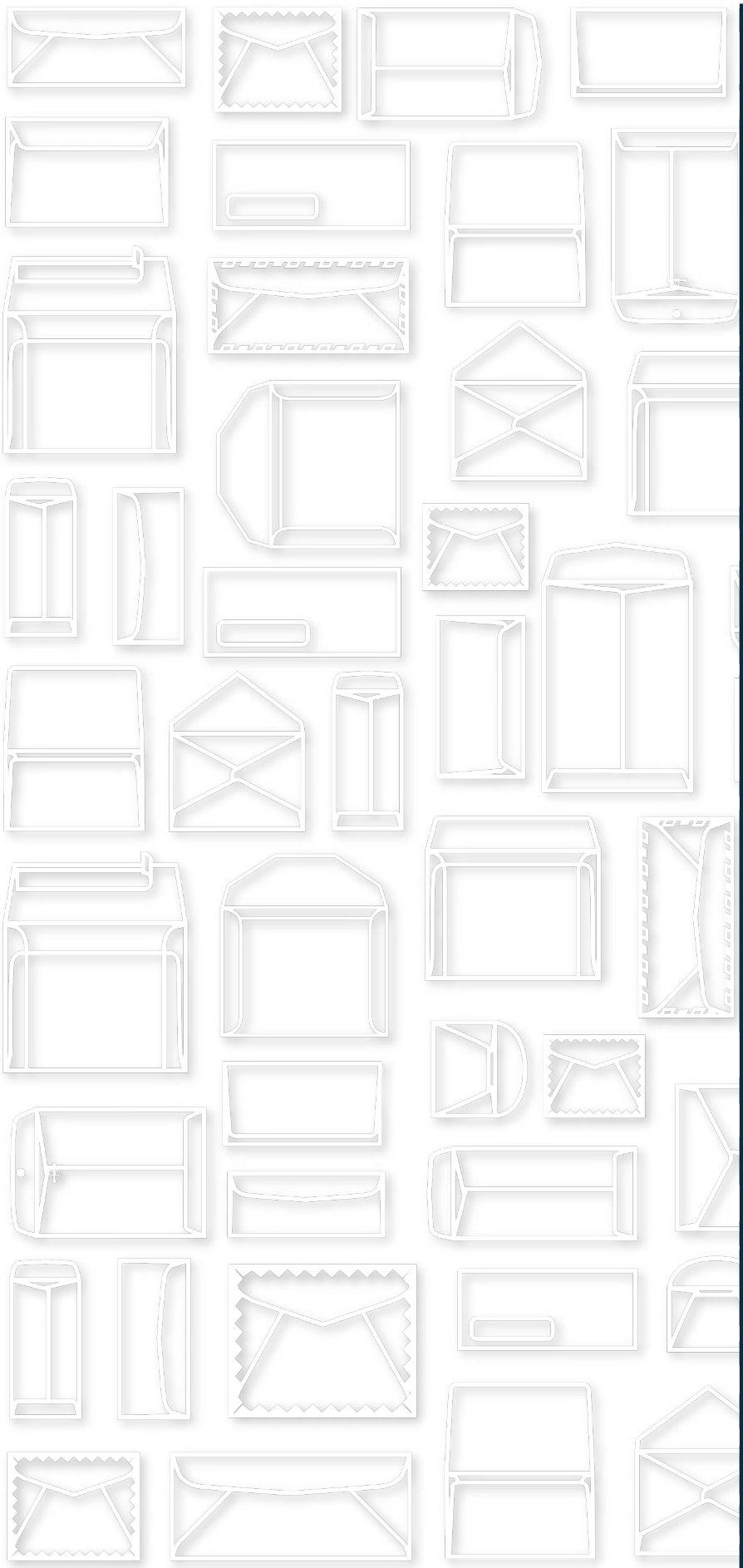


ENVELOPE ESSENTIALS

There are many different envelope styles

By simply specifying a style, you are, in many cases, communicating all that is necessary to get the envelope you want.

Each style has a range of sizes that are readily available.

If you plan a job carefully, many times there is a stock size envelope available to complete your project.

Unless you are looking for a unique specification, you are usually safe in ordering by style. If you order a commercial, catalog, booklet, etc., you will recieve the industry standard product

ENVELOPE ESSENTIALS

A-Style Envelopes

Business Envelopes

- Commercial
- Commercial Side-Seam / E-Z Insert
- Combination Statement & Return
- Document
- Peel & Seal Commercial
- Remittance
- 2-Way Remittance / Hitchhiker
- Simple Seal Commercial

Open Side Envelopes

- Booklet
- Squares

Open End Envelopes

- Catalog
- Clasp
- Coins
- First Class Mailers
- Interdeparmental
- Policy

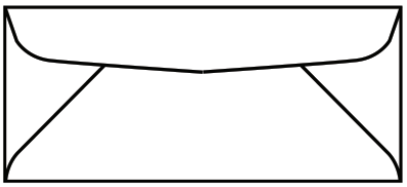
Specialty Envelopes

- Commercial Announcements
- Latex Seal Catalogs
- Peel & Seel
- Perfect Vision Display
- Simple Seal

ENVELOPE ESSENTIALS

Commercial

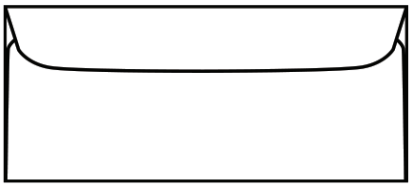
The diagonal seam commercial is utilized for a wide variety of business and personal correspondence purposes, such as letterheads, invoices, statements, checks, stationery and direct mail-marketing. They work very well in most automatic inserters, commercial and digital printers, and postal applications.



Item	Envelope Size	Enclosure Size
#6-1/4	3-1/2 x 6	3-1/4 x 5-3/4
#6-3/4	3-5/8 x 6-1/2	3-1/2 x 6-1/4
#7	3-3/4 x 6-3/4	3-1/2 x 6-1/2
#7-3/4	3-7/8 x 7-1/2	3-3/4 x 7-1/4
Monarch	3-7/8 x 7-1/2	3-3/4 x 7-1/4
#8-5/8	3-5/8 x 8-5/8	3-1/2 x 8-3/8
#9	3-7/8 x 8-7/8	3-3/4 x 8-5/8
#10	4-1/8 x 9-1/2	4 x 9-1/2
#11	4-1/2 x 10-3/8	4-1/4 x 10-1/8
#12	4-3/4 x 11	4-1/2 x 10-3/4
#13	5 x 11-1/2	4-3/4 x 11-1/4

Side Seam / E-Z Insert

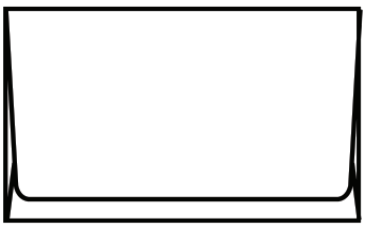
The side seam commercial adds a touch of visual impressiveness to today's correspondence. It offers a large, uninterrupted print area on the back of the envelope. With straigh grain cutting and a specially tapered seal flap and throat, it works particularly well in many different automatic inserting and printing applications.



Item	Envelope Size	Enclosure Size
#6-3/4	3-5/8 x 6-1/2	3-1/2 x 6-1/4
#9	3-7/8 x 8-7/8	3-3/4 x 8-5/8
#10	4-1/8 x 9-1/2	4 x 9-1/2

Combination Statement & Return / Remittance

A return envelope with large printing surfaces, ideal for mail order, subcriptions, donations, coupons, and general remittance needs.

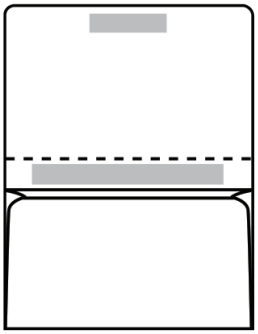


Item	Envelope Size	Enclosure Size
#6-1/4	3-1/2 x 6	3-1/4 x 5-3/4
#6-1/2	3-1/2 x 6-1/4	3-1/4 x 6
#6-3/4	3-5/8 x 6-1/2	3-1/2 x 6-1/4
#9	3-7/8 x 8-7/8	3-3/4 x 8-5/8
#10	4-1/8 x 9-1/2	4 x 9-1/2

ENVELOPE ESSENTIALS

2-Way Remittance (Hitch-Hiker)

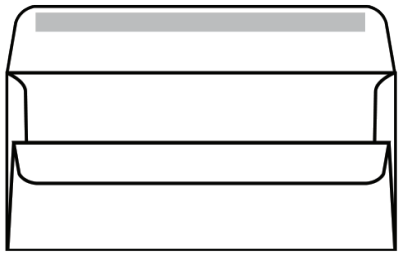
A dual-purpose envelope that provides for the return of orders and remittances. The large flap can be printed with a message, detached at the perforation, inserted in the envelope and sealed. Ideal for financial receipts, memnbership subcriptions, and fundraising.



Overall Size	Mail Size	Return Size
8-3/8 x 6-1/2	4-1/4 x 6-1/2	3-5/8 x 6-1/2
8-3/8 x 8-7/8	4-1/4 x 8-7/8	3-5/8 x 8-7/8

Simple Seal

This envelope has two latex surfaces that seal on contact. Flaps are folded down to allow for printing processes. Efficient and convenient for small businesses and stationery.

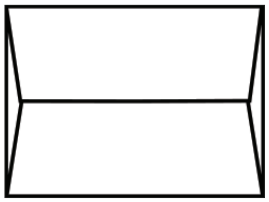


Item	Envelope Size	Enclosure Size
#6-3/4	3-5/8 x 6-1/2	3-1/2 x 6-1/4
#7-3/4	3-7/8 x 7-1/2	3-3/4 x 7-1/4
#9	3-7/8 x 8-7/8	3-3/4 x 8-5/8
#10	4-1/8 x 9-1/2	4 x 9-1/4
#10-1/2	4-1/2 x 9-1/2	4-1/4 x 9-1/4

Announcements

The most commonly used type of announcement is the baronial card or folder. Baronials are usually manufactured using a vellum finished paper in white or ivory. In recent years, a greater variety of papers are being used for commercial announcements.

Baronial Style announcement envelopes are supplied in standard sizes



Item	Envelope Size	Card Size	Folder Size	Panel Margin
4 Bar	3-5/8 x 5-1/8	3-1/2 x 4-7/8	4-7/8 x 7	1/2
5 Bar	4-1/8 x 5-1/2	4 x 5-1/4	5-1/4 x 8	1/2
5-1/2 Bar	4-3/8 x 5-3/4	4-1/4 x 5-1/2	5-1/2 x 8-1/2	1/2
6 Bar	4-3/4 x 6-1/2	4-5/8 x 6-1/4	6-1/4 x 9-1/4	1/2
Lee	5-1/4 x 7-1/4	5-1/8 x 7	6-5/8 x 10	5/8
			7 x `10-1/4	3/4 or 5/8

ENVELOPE ESSENTIALS

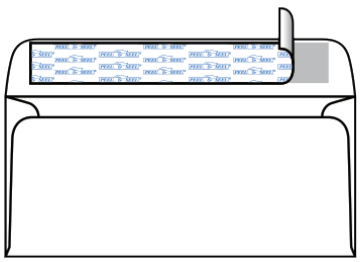
Booklet

For annual reports, brochures, sales literature and a variety of printed materials. The booklet's open side style and side seams make it suitable for automatic insertion on selected machines and allows for overall printing on the back of the envelope.

Item	Envelope Size	Enclosure Size
#3	4-3/4 x 6-1/2	4-1/2 x 6
#4-1/2	5-1/2 x 7-1/2	5-1/4 x 7
#5	5-1/2 x 8-1/8	5-1/4 x 7-5/8
#6	5-3/4 x 8-7/8	5-1/2 x 8-3/8
#6-1/2	6 x 9	5-3/4 x 8-1/2
#6-5/8	6 x 9-1/2	5-3/4 x 9
#6-3/4	6-1/2 x 9-1/2	6-1/4 x 9
#7-1/4	7 x 10	6-3/4 x 9-1/2
#7-1/2	7-1/2 x 10-1/2	7-1/4 x 10
#8	8-3/4 x 11-1/2	8-1/2 x 11
#9-1/2	9 x 12	8-3/4 x 11-1/2
#10	9-1/2 x 12-5/8	9-1/4 x 12-1/8
#13	10 x 13	9-3/4 x 12-1/2

Peel & Seel

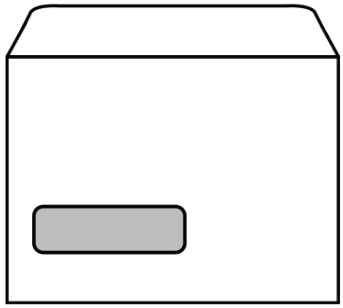
When the release tape liner is removed and the flap is pressed down, it seals on contact without moisture. Very convenient for the small office.



Item	Envelope Size	Enclosure Size
#10	4-1/8 x 9-1/2	4 x 9-1/4
9-1/2 Booklet	9 x 12	8-3/4 x 11-3/4
#13 Booklet	10 x 13	9-3/4 x 12-1/2

Window Booklet

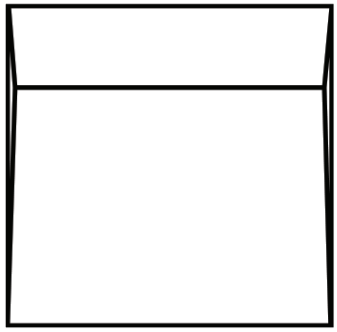
* Window measured with the flap at the top, horizontal to flap.



Item	Window Position
6 x 9	1-1/8 x 4-1/2. 7/8L, 1/2B
9 x 12	4-1/2 x 1-3/4, 2-1/2L, 7/8B
9 x 12	4-1/8 x 1-3/4, 2-3/4L, 3/4B

Squares

With square flap, its side seam construction allows for printing uninterrupted by seams. Good choice for announcements, booklets, and promotions. All square envelopes require a surcharge for mailing.

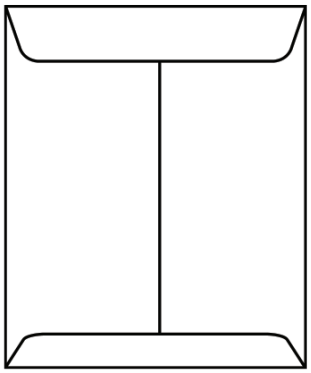


Item	Envelope Size	Enclosure Size
#5	5 x 5	4-3/4 x 4-3/4
#6	6 x 6	5-3/4 x 5-3/4
#6-1/2	6-1/2 x 6-1/2	6-1/4 x 6-1/4

ENVELOPE ESSENTIALS

Catalog

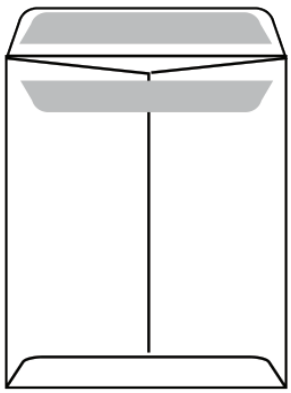
Open end style with a center seam for heavier, large mailings. Can only be processed through specific insertion equipment.



Item	Envelope Size	Enclosure Size
10 Policy	4-1/8 x 9-1/2	3-7/8 x 9
11 Policy	4-1/2 x 10-3/4	4-1/4 x 9-7/8
1	6 x 9	5-3/4 x 8-1/2
1-3/4	6-1/2 x 9-1/2	6-1/4 x 9
3	7 x 10	6-3/4 x 9-1/2
6	7-1/2 x 10-1/2	7-1/4 x 10
9-3/4	3/4 x 11-1/4	8-1/2 x 10-3/4
10-1/2	9 x 12	8-3/4 x 11-1/2
12-1/2	9-1/2 x 12-1/2	9-1/4 x 12
13-1/2	10 x 13	9-3/4 x 12-1/2
14-1/2	11-1/2 x 14-1/2	11-1/4 x 14
15	10 x 15	9-3/4 x 14-1/2
15-1/2	12 x 15-1/2	11-3/4 x 15

Latex Seal Catalog

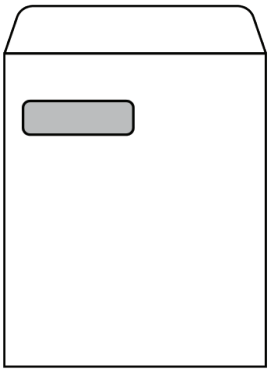
Convenient self-sealing closure consisting of latex gum strips applied to the body and the flap of the envelope. When pressed together, the flap adhears to the back.



Item	Envelope Size	Enclosure Size
10-1/2	9 x 12	8-3/4 x 11-1/2
12-1/2	9-1/2 x 12-1/2	9-1/4 x 12
13-1/2	10 x 13	9-3/4 x 12-1/2

Window Catalog

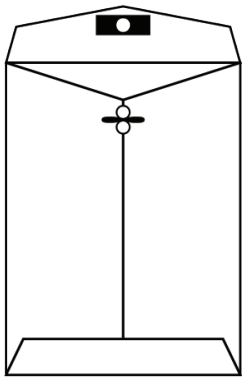
Convenient for statement mailings.



Item	Window Position
9 x 12	1-3/8 x 4, 3/4L, 7-5/8B
9 x 12	1- 3/4 x 4, 1L, 8-1/4B

Clasp

Open end style with a metal clasp that adds security to the flap closure. Must be inserted by hand, and is not suitable for printing or machine applications.



Item	Envelope Size	Enclosure Size
55	6 x 9	5-3/4 x 8-1/2
90	9 x 12	8-3/4 x 11-1/2
97	10 x 13	9-3/4 x 12-1/2
110	12 x 15-1/2	11-3/4 x 15

Coin

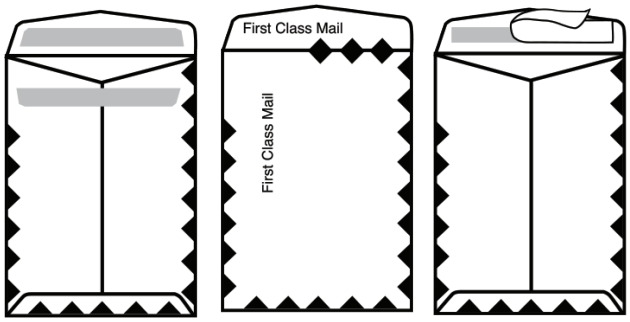
Small size envelope for coins, small parts, etc. Most coin envelopes are not mailable due to the small size.

Item	Envelope Size	Enclosure Size
1	2-1/4 x 3-1/2	2 x 3-1/4
5-1/2	3-1/8 x 5-1/2	2-7/8 x 5-1/4
6	3-3/8 x 6	3-1/8 x 5-3/4
7	3-1/2 x 6-1/2	3-1/4 x 6-1/4

ENVELOPE ESSENTIALS

First Class Mailer Catalogs

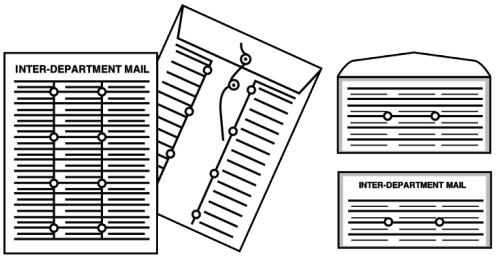
Catalog style envelopes printed with green diamond border and "First Class Mail" to expedite postal handling. Available with regular seal adhesive (gum), latex seal, and Peel & Seel.



Item	Envelope Size	Enclosure Size
1st Class	10 x 13	9-3/4 x 12-1/2

Interdepartmental

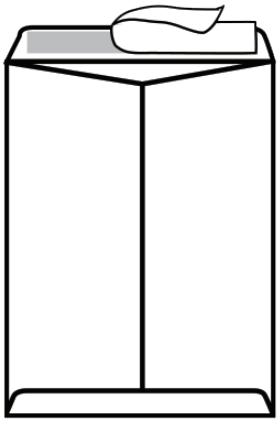
Commonly used for interoffice correspondence, has an ungummed flap, eight holes, and a printed route listing on front and back. Can be plain or with button and string or Tac-n-tac closure to ensure privacy for the contents. Printing, closure and number of holes can vary to meet customer needs.



Item	Envelope Size	Enclosure Size
10 x 13	10 x 13	9-3/4 x 12-1/2

Peel & Seel Catalog

When the release tape liner is removed and the flap is pressed down it seals on contact without moisture. Printing afer the envelope is folded can be accomplished without interfering with the quality of the seal.



Item	Envelope Size	Enclosure Size
1	6 x 9	5-3/4 x 8-1/2
1-3/4	6-1/2 x 9-1/2	6-1/4 x 9
6	7-1/2 x 10-1/2	7-1/4 x 10
10-1/2	9 x 12	8-3/4 x 11-1/2
12-1/2	9-1/2 x 12-1/2	9-1/4 x 12
13-1/2	10 x 13	9-3/4 x 12-1/2