

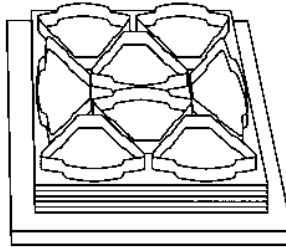
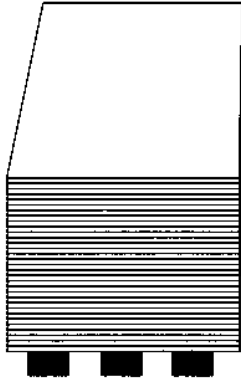
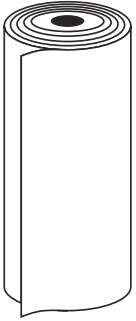
THE FOLLOWING IS A COMPREHENSIVE ENVELOPE GUIDE
WHICH INCLUDES THE FOLLOWING.

- Envelope style and size charts;
- Important information relating to the functional uses of envelopes;
- Printing Information
- Sealing methods / flap styles/ seam styles

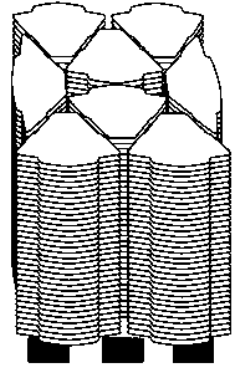
ENVELOPE BASICS

BASIC DIE CUT ENVELOPE MANUFACTURING STEPS

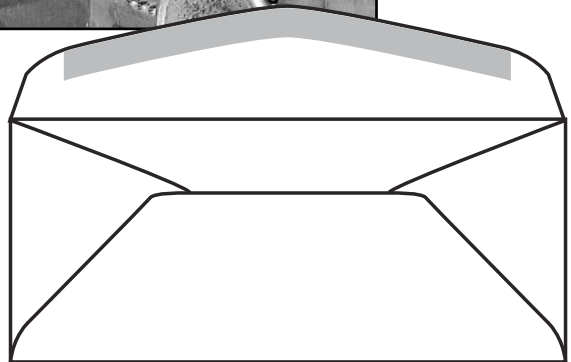
We start
with paper...



which is cut
into blanks.



The blanks are fed into an envelope machine which scores, folds and applies adhesives...



and produces the
finished product!

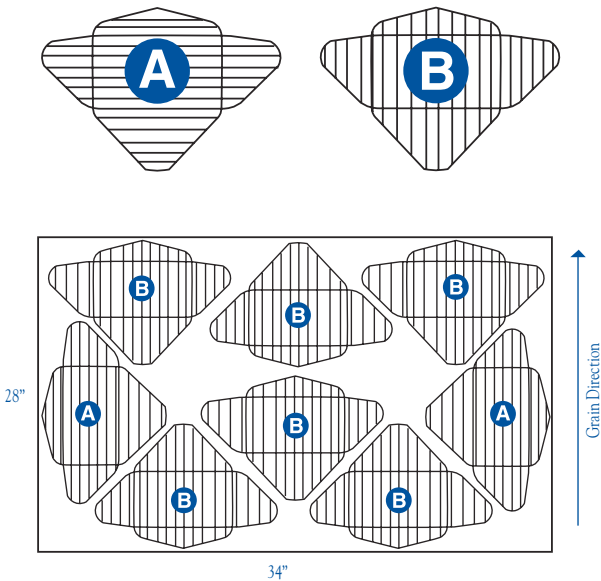
ENVELOPE DIE CUTTING

Properly manufactured commercial envelopes perform well on printing and inserting equipment with either Straight or Diagonal Grain construction.

Straight Grain Cutting

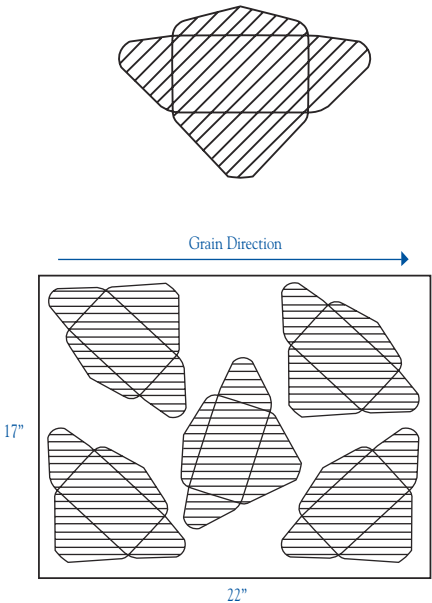
Straight Grain cutting from a 34" x 28" Sheet of Bond or Writing Paper yields eight No. 10 commercial envelopes.

It is our policy that envelopes created from directional paper, are Straight Grain cut; however, envelopes marked (A) are grain parallel to the 9 1/2" length while those marked (B) are grain parallel to the 4 1/8" length. If the grain direction runs the 34" way this ratio is reversed.



Diagonal Grain Cutting

Diagonal Grain cutting from a 17" x 22" Sheet of Bond or Writing Paper yields five No. 6 3/4" commercial envelopes. In diagonal cutting the grain runs in a diagonal direction on the blank and finished envelope.



Number of Envelope Cut Outs from Frequently Used Standard Bond, Writing and Text Paper Sizes

Sheet Size	6 3/4*	Monarch*	No. 10*	A-2**	A-6**	A-7**	9 x 12 Booklet**
17 x 22	5	4	3	-	-	-	-
22 x 34	11	8	6	9	8	6	-
23 x 35	11	8	7	10	8	6	2
24 x 38	13	9	8	-	-	-	-
25 x 38	13	10	8	12	10	8	2
28 x 34	14	10	8	11	10	8	-

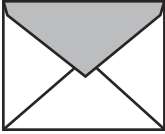
* OSDS (Diagonal Seam) Cross Grain. ** Straight Grain.

To calculate the envelope weight from a sheet size, divide the number of envelopes cut from a given size into the sheet weight per M.

EXAMPLE: A sheet size 22 x 34, Sub 24 weighs 96 Lbs. per thousand sheets (expressed as 96M). The chart tells you sheet size 22 x 34 yields six No. 10 size envelopes. Dividing 6 into 96M equals 16Lbs. which is the number of pounds of paper used to make 1M No. 10 envelopes cut from this size and substance before waste.

FLAP STYLES

The seal flap is the part of the envelope folded over and sealed to secure the contents. The shape of the seal flap is very important in the determination of the envelope's style and functionality.



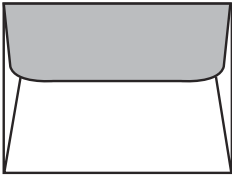
Pointed

Elegant, traditional, and more formal. Used primarily on Baronial, greeting card and social stationery envelopes. Not recommended for laser or inserting equipment applications.



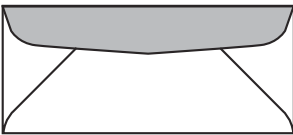
Square

Provides large area for design on flap and has contemporary appearance. May have deckle edge. The lack of a shoulder in this flap can create problems during automatic insertion. Standard No. 10 sizes are suitable for laser printing applications, while others sizes may present difficulties.



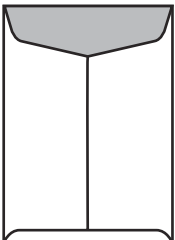
Wallet

Similar to a square flap, but with round corners. Standard flap on most booklet, catalog and specialty commercial envelopes. Flap style enables secure closure of bulky contents and is functional for automatic inserting, mailing and laser equipment processing.



Commercial

Standard flap on correspondence-style envelopes for business and commercial use. Quality commercial envelopes have full-cut commercial style flaps. These flaps are designed to reduce make-ready for corner card printing, improve sealing when bulky inserts are used, and enhance inserting and laser printing performance.



Mailpoint

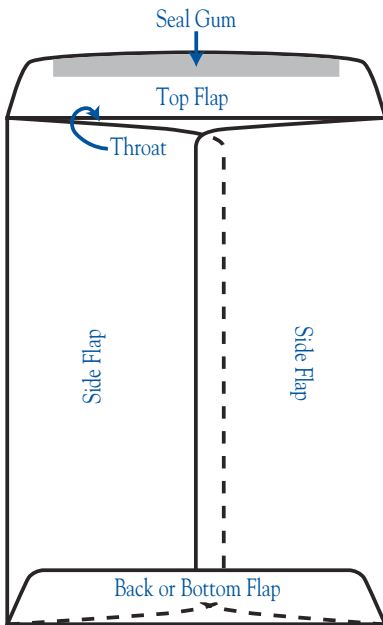
Originally designed to enable volume mailings to run on automatic equipment, the mailpoint flap, normally found on open end (catalog) envelopes, is being replaced by the more modern wallet flap.

ENVELOPE CONSTRUCTION

Envelopes can be manufactured in an almost endless number of sizes and shapes. However, almost all envelopes stem from two basic construction designs; they are either **open side** or **open end**. Dozens of different designs can be developed from these two basic styles to meet the customer's particular requirements. Imagination and creativity are extremely important parts of the envelope industry.

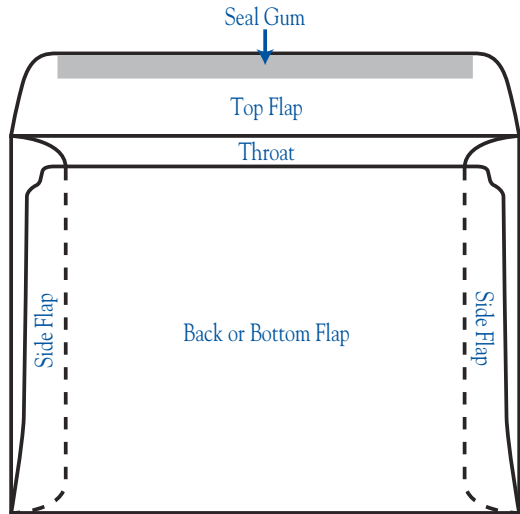
DIMENSIONS AND DESIGNATIONS

Sizes are listed in inches, the shortest dimension first. Designations depend, in part, on the location of the opening and the seal flap. It is important to specify how the envelope should open for aesthetic reasons as well as for functional considerations.



Open End

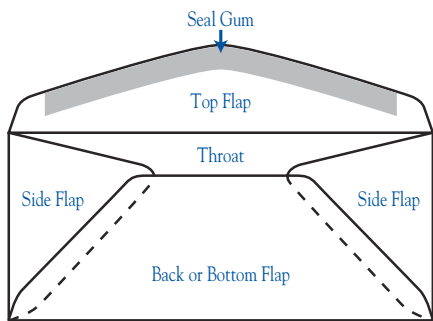
This is an Open End (OE) envelope. The opening and the seal flap are located on the short dimension. Open End envelopes are well-suited to hand insertion applications. Larger, Open End envelopes are also called "Catalogs". A 9 x 12" open end has its flap on the 9-inch dimension.



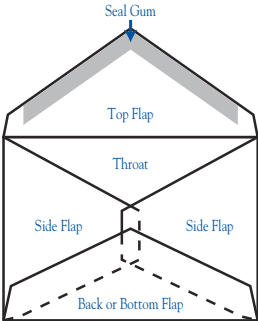
Open Side

This is an Open Side (OS) envelope. The opening and the seal flap are located on the long dimension. Open Side envelopes are ideal for automatic insertion applications and are suited for hand insertion applications as well. Larger, Open Side envelopes are also called "Booklets". A 9 x 12" open side has its flap on the 12-inch dimension.

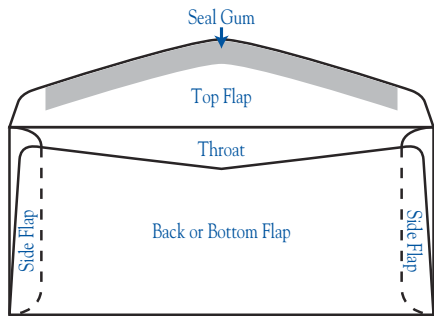
ENVELOPE CONSTRUCTION



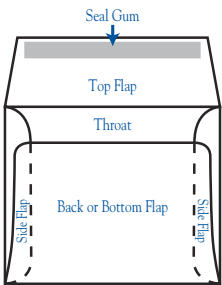
Commercial Flap, Diagonal Seam



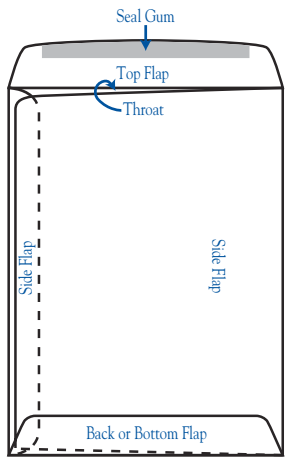
Baronial Style



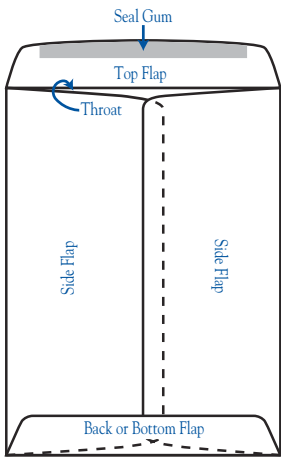
Commercial Flap, Side Seam



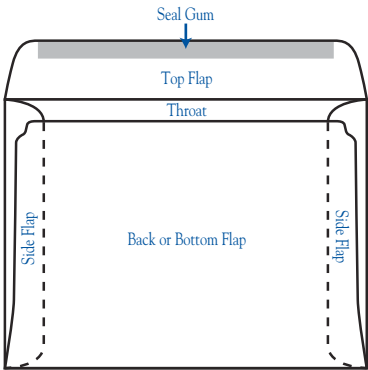
A-Style Announcement



Open End,
Single Side Seam



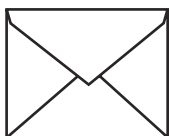
Open End,
Center Seam



Booklet

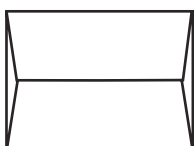
SEAM STYLES

Seams also determine envelope style and functional application.



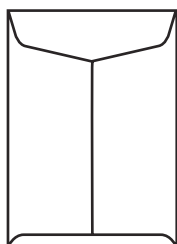
Diagonal Seams

Commonly used in correspondence commercials and pointed flap announcements. This seam style is a workhorse and generally well-suited for applications involving mechanical insertion equipment, laser printing and postal meters.



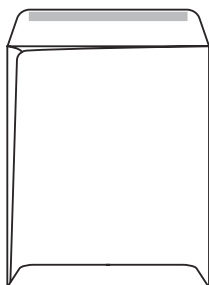
Side Seams

These seams allow for a large, uninterrupted printing area on both front and back of the envelope. Mostly found on booklets, square flap and side seam commercial envelopes. Commercial sizes are suitable for some laser and inserting applications; others should be tested first.



Center Seams

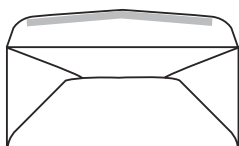
This seam is located in the center of the envelope, adding strength for carrying heavy inserts to its design. Envelopes with a center seam generally are not suitable for automatic insertion equipment or postage meter applications. Testing is suggested before use in laser printers.



Single Side Seam

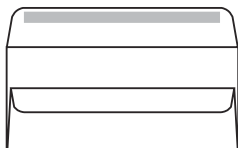
Seam is placed parallel to the edge of the envelope. Usually found in open end style envelopes (with or without flap). The full-sized side flap allows a larger printing area unobstructed by seams or multiple paper thicknesses. Manual insertion is recommended for this style.

SEALING METHODS AND CLOSURE DEVICES



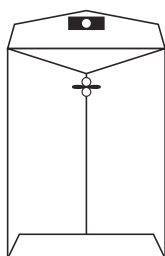
Remoistenable Seal Gum

Activated by moistening when flap is to be sealed.



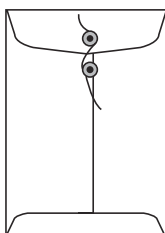
Simple-Seal®

Self-adhering latex adhesive on two surfaces that seal on contact without moisture. The unique folded flap feature on stationery envelopes keeps the two latex flaps separate until sealing is desired.



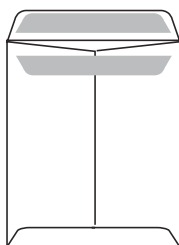
Clasp

Double-pronged metal clasp for added security. Envelopes with this closure treatment cannot be run through graphic or other automatic processes after conversion.



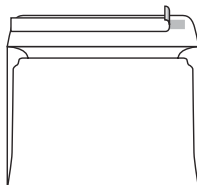
String & Button

Tie-down closure for repeated use. Envelopes with this closure treatment cannot be run through graphic and other automated processes after conversion.



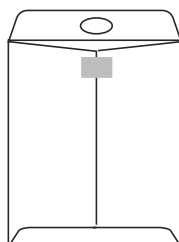
Latex Seal

Self-adhering latex adhesive on two surfaces that seal on contact without moisture. Flaps are extended and adhesive is exposed. Envelopes with this closure are not recommended for automatic insertion or laser applications.



Peel & Seal®

A release tape liner is applied over a resin adhesive. When the liner is removed and the flap is pressed down, it seals on contact without moisture. Printing after the envelope is folded can be accomplished without interfering with the quality of the seal.

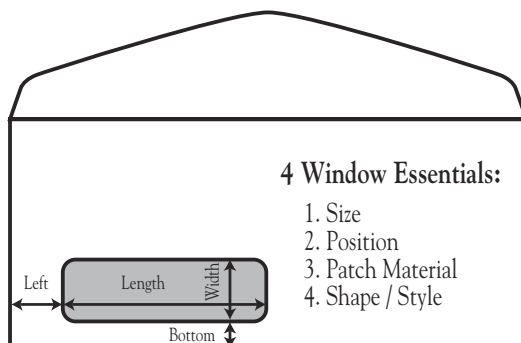


Tac -n- Tac®

A Tac -n- Tac seal tape closure allows reusable sealing of flap. Envelopes can be printed after folding.

WINDOW ENVELOPES

Modern window envelopes may be used for a variety of applications. Standard windows are rectangular with slightly rounded corners. Special window sizes and styles are also available.



Item	Size	Standard Window Size	Position From	
			Left	Bottom
6 1/4	3 1/2 x 6	1 1/8 x 4 1/2	3/4	1/2
6 3/4	3 5/8 x 6 1/2	1 1/8 x 4 1/2	7/8	1/2
7	3 3/4 x 6 3/4	1 1/8 x 4 1/2	7/8	1/2
Monarch	3 7/8 x 7 1/2	1 1/8 x 4 1/2	7/8	1/2
7 3/4	3 7/8 x 7 1/2	1 1/8 x 4 1/2	7/8	1/2
8 5/8 Check	3 5/8 x 8 5/8	1 x 4	1	3/4
9	3 7/8 x 8 7/8	1 1/8 x 4 1/2	7/8	1/2
10	4 1/8 x 9 1/2	1 1/8 x 4 1/2	7/8	1/2
FASTforward® 10	4 1/8 x 9 1/2	1 1/8 x 4 1/2	7/8	5/8
11	4 1/2 x 10 3/8	1 1/8 x 4 1/2	7/8	1/2
12	4 3/4 x 11	1 1/8 x 4 1/2	7/8	1/2
14	5 x 11 1/2	1 1/8 x 4 1/2	7/8	1/2

NOTE: 8 5/8 also available with 1 1/8" x 4 1/2" window – positioned 7/8" from the left and 1/2" from the bottom.

TYPES OF WINDOW MATERIALS USED

- **Poly (in some areas referred to as EZC)**

The most popular and cost-effective patching material, slightly frosted in appearance. Resistant to the effects of humidity, but will melt in the thermographic process.

- **Glassine**

Generally used on recycled orders. Glassine lacks clarity and does not react well under humid conditions. Safe for thermography, and 100% recyclable, because it is a wood product.

- **Crystal Clear (Cello)**

Completely transparent, but unable to withstand the heat of the thermographic process

- **Open Face**

Open windows have no patch material.

Double window envelopes do not need to have a patch on both windows, it is possible to leave one open and the other patched.

Be sure to specify when thermography for printing will be used on window envelopes.

BUSINESS CORRESPONDENCE ENVELOPES

Commercial

Frequently specified for a wide variety of business and personal correspondence purposes such as letterheads, invoices, statements, checks, stationery and direct marketing. These envelopes are open side, have diagonal seams and feature deep, sharply dropping shoulders, which offer a larger corner card printing area, making them ideally suited for machine insertion, laser and postal applications.



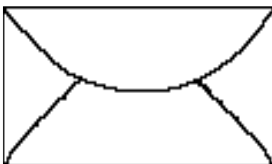
Item	Envelope Size	Enclosure Size
6 1/4	3 1/2 x 6	3 1/4 x 5 3/4
6 3/4	3 5/8 x 6 1/2	3 1/2 x 6 1/4
8 5/8	3 5/8 x 8 5/8	3 1/2 x 8 3/8
7	3 3/4 x 6 3/4	3 1/2 x 6 1/2
7 3/4*	3 7/8 x 7 1/2	3 3/4 x 7 1/4
Monarch*	3 7/8 x 7 1/2	3 3/4 x 7 1/4
9	3 7/8 x 8 7/8	3 3/4 x 8 5/8
10	4 1/8 x 9 1/2	4 x 9 1/4
11	4 1/2 x 10 3/8	4 1/4 x 10 1/8
12	4 3/4 x 11	4 1/2 x 10 3/4
14	5 x 11 1/2	4 3/4 x 11 1/4

*7 3/4 — commercial flap; Monarch — pointed flap

Drug and Pay

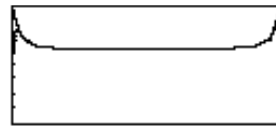
These small open side envelopes are produced in a variety of sizes, and are used by florists, druggists and other businesses.

Item	Envelope Size	Enclosure Size
1 Drug	1 3/4 x 2 7/8	1 1/2 x 2 3/4
2 Drug	2 1/16 x 3 1/2	1 13/16 x 3 1/4
3 Drug	2 5/16 x 3 5/8	2 1/16 x 3 3/8
2 Pay	2 1/2 x 4 1/4	2 1/4 x 4



Side-Seam/E-Z Insert

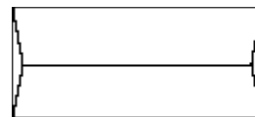
This attractive, modern styling adds a touch of visual impressiveness to today's correspondence. It offers a larger printing area uninterrupted by seams. The straight grain cutting and the specially tapered seal flap and throat contribute to better performance in sealing and automatic inserting applications.



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 3/4	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

Square Flap

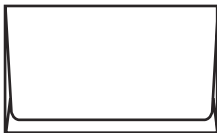
This contemporary flap style adds a touch of elegance to any business correspondence. Particularly popular as part of an executive stationery suite. Well suited for engraving, thermography and lithographic process, but not recommended for automatic insertion. Compatible with late model laser printers.



Item	Envelope Size	Enclosure Size
Monarch SF	3 7/8 x 7 1/2	3 3/4 x 7 1/4
9 SF	3 7/8 x 8 7/8	3 3/4 x 8 5/8
10 SF	4 1/8 x 9 1/2	4 x 9 1/4

Combination Statement & Return/Remittance

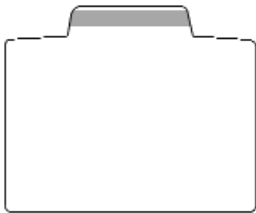
A return envelope with large printing surface ideal for mail order, subscriptions, donations, coupons, and general remittance needs. Usually included are different elements to facilitate a response from the recipient.



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 1/4

Order Blank Forms

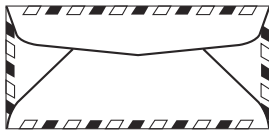
Flat- not scored- gummed flaps.



Envelope Size
8 1/2 x 11

Air Mail

This envelope is used as a postage cost saver for international applications and is made from light-weight papers with red and blue borders, inside tint for opacity and air mail legends. May be used domestically but will not receive preferential handling or meet OCR requirements for the U.S. Post Office.



Item	Envelope Size	Enclosure Size
10	4 1/8 x 9 1/2	4 x 9 1/4

Wallet Flap

Mostly used by banks or investment firms for mailing statements and other documents. The deep flap and extra-wide gummed area offer extra protection to the contents.



Item	Envelope Size	Enclosure Size
10	4 1/8 x 9 1/2	3 7/8 x 9 1/4
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
14	5 x 11 1/2	4 3/4 x 11 1/4
16	6 x 12	5 3/4 x 11 3/4

Document

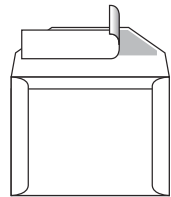
Open side with two outside seams for easy inserting. The heavily gummed hexagon flap ensure security for the contents.



Envelope Size	Enclosure Size
9 x 12	8 3/4 x 11 3/4
9 1/2 x 12	9 1/4 x 11 1/2
9 1/2 x 12 1/2	9 1/4 x 12
10 x 13	9 3/4 x 12 1/2
10 x 15	9 3/4 x 14 1/2

Peel & Seal® Document

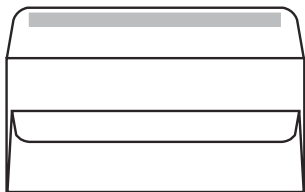
Available in 40 lb. Brown Kraft. These large envelopes open on the long dimension with 4" gum flap for extra security when mailing important documents.



Envelope Size	Enclosure Size
9 x 12	8 3/4 x 11 3/4
9 1/2 x 12	9 1/4 x 11 1/2
9 1/2 x 12 1/2	9 1/4 x 12
10 x 13	9 3/4 x 12 1/2
10 x 15	9 3/4 x 14 1/2

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 professional people, personal stationery.

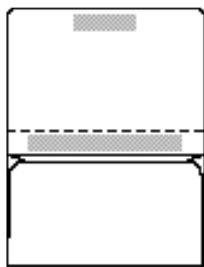


Item	Envelope Size	Enclosure Size
6 3/4	3 5/8 x 6 1/2	3 1/2 x 6 1/4
7 3/4*	3 7/8 x 7 1/2	3 3/4 x 7 1/4
9	3 7/8 x 8 7/8	3 3/4 x 8 5/8
10	4 1/8 x 9 1/2	4 x 9 1/4

*Also referred to as Monarch.

2-Way Remittance (Hitchhiker)

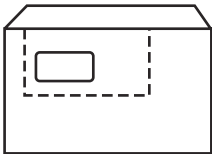
Dual purpose envelope; includes statement and provides for the return of orders and remittances. The large flap can be printed with message, detached at the perforation, inserted in the envelope and sealed. Ideal for financial receipts, memberships subscriptions, and fundraising.



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

Proxy Dual-Pack

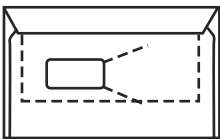
Booklet style envelope with statement pocket and polyclear covered address window on face. For mailing annual reports and proxy statements. Envelope design is compatible with inserting equipment.



Item	Envelope Size	Enclosure Size
Proxy Dual-Pack	9 x 12	8 1/2 x 11
Window Size -	1 1/4 x 3 1/4	
Pocket Size -	3 1/2 x 8 1/2	

Proxy Bi-Pack

Booklet style envelope with window placement on back. Polyclear covered address window on back with pull-out tab and perfs. Data card/ statement pocket is placed on the back of the envelope.

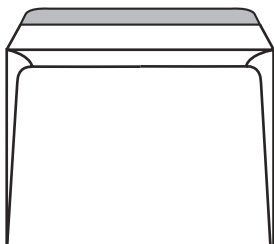


Item	Envelope Size	Enclosure Size
Proxy Bi-Pack	9 x 12	8 1/2 x 11
Window Size -	1 1/4 x 4 1/4	
Pocket Size -	4 3/8 x 9 1/4	

BOOKLET STYLE ENVELOPES

Booklet

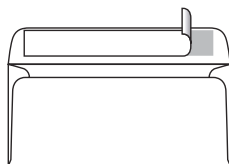
For annual reports, brochures, sales literature and a variety of printed material. The booklet's open side style and side seams make it suitable for automatic insertion and the open side configuration allows for overall printing.



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
9	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 & Seal® (Open Side)

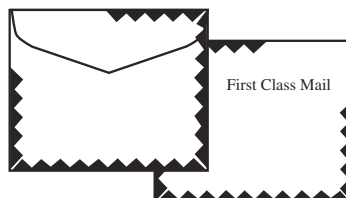
When the release tape liner is removed and the flap is pressed down, it seals on contact without moisture.



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
10 Booklet	9 1/2 x 12 5/8	9 1/4 x 12 3/8

First Class Mailers (Open Side)

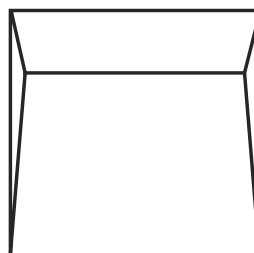
Booklet style envelopes printed with diamond borders and first class to expedite postal handling. Can be used for mailing reports, manuscripts, brochures, and other flat materials. Not recommended for automated inserting postage meter.



Item	Envelope Size	Enclosure Size
1st Class	9 x 12	8 3/4 x 11 3/4

Squares

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

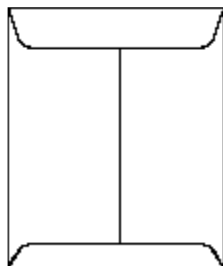


Item	Envelope Size	Enclosure Size
5	5 x 5	4 3/4 x 4 3/4
5 1/2	5 1/2 x 5 1/2	5 1/4 x 5 1/4
6	6 x 6	5 3/4 x 5 3/4
6 1/2	6 1/2 x 6 1/2	6 1/4 x 6 1/4
7	7 x 7	6 3/4 x 6 3/4
7 1/2	7 1/2 x 7 1/2	7 1/4 x 7 1/4
8	8 x 8	7 3/4 x 7 3/4
8 1/2	8 1/2 x 8 1/2	8 1/4 x 8 1/4
9	9 x 9	8 3/4 x 8 3/4
9 1/2	9 1/2 x 9 1/2	9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

CATALOG STYLE ENVELOPES

Catalog

Open end style (opening on shorter dimension) with a center seam. For magazines and large booklets, as the heavily gummed flap offers protection for heavy enclosure. Cannot be processed through inserting equipment or laser printing.



Item	Envelope Size	Enclosure Size
8 glove	3 7/8 x 7 1/2	3 5/8 x 7
7 glove	4 x 6 3/8	3 3/4 x 5 7/8
1 scarf	4 5/8 x 6 3/4	4 3/8 x 6 1/4
3 scarf	5 x 7 1/2	4 3/4 x 7
4 1/2 scarf	5 1/2 x 7 1/2	5 1/4 x 7
6 scarf	5 1/2 x 8 1/4	5 1/4 x 7 3/4
10 policy	4 1/8 x 9 1/2	3 7/8 x 9
11 policy	4 1/2 x 10 3/8	4 1/4 x 9 7/8
12 policy	4 3/4 x 11	4 1/2 x 10 1/2
14 policy	5 x 11 1/2	4 3/4 x 11
1 catalog	6 x 9	5 3/4 x 8 1/2
1 3/4 catalog	6 1/2 x 9 1/2	6 1/4 x 9
3 catalog	7 x 10	6 3/4 x 9 1/2
6 catalog	7 1/2 x 10 1/2	7 1/4 x 10
8 catalog	8 1/4 x 11 1/4	8 x 10 3/4
8 1/2 catalog	8 1/2 x 10 1/2	8 1/4 x 10
9 3/4 catalog	8 3/4 x 11 1/4	8 1/2 x 10 3/4
10 1/2 catalog	9 x 12	8 3/4 x 11 1/2
12 1/2 catalog	9 1/2 x 12 1/2	9 1/4 x 12
13 1/2 catalog	10 x 13	9 3/4 x 12 1/2
14 1/2 catalog	11 1/2 x 14 1/2	11 1/4 x 14
15 catalog	10 x 15	9 3/4 x 14 1/2
15 1/2 catalog	12 x 15 1/2	11 3/4 x 15

Coins

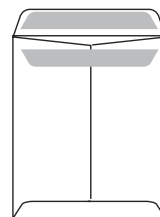
Small size envelope for multi-purpose uses: for coins, small parts, etc. Most coin envelopes are not mailable or suitable for automatic processes.



Item	Envelope Size	Enclosure Size
00	1 11/16 x 2 3/4	17/16 x 2 1/2
1	2 1/4 x 3 1/2	2 x 3 1/4
3	2 1/2 x 4 1/4	2 1/4 x 4
4	3 x 4 1/2	2 3/4 x 4 1/4
4 1/2	3 x 4 7/8	2 3/4 x 4 5/8
5	2 7/8 x 5 1/4	2 5/8 x 5
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

Latex Seal Catalog

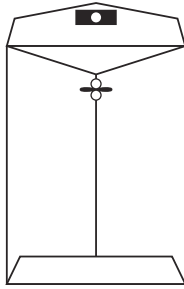
Similar style as catalog, but with a latex closure consisting of latex gum strips applied to the body and flap of the envelope. When folded, flaps seal together without requiring moisture.



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

Clasp

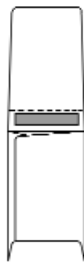
Open end style, similar to the catalog, but with a metal clasp, which ensures protection to its contents. Usually inserted by hand is not suitable for printing or mechanical applications after converting.



Item	Envelope Size	Enclosure Size
15	4 x 6 3/8	3 3/4 x 5 7/8
25	4 5/8 x 6 3/4	4 3/8 x 6 1/4
35	5 x 7 1/2	4 3/4 x 7
40	5 1/2 x 7 1/2	5 1/4 x 7
55	6 x 9	5 3/4 x 8 1/2
63	6 1/2 x 9 1/2	6 1/4 x 9
68	7 x 10	6 3/4 x 9 1/2
75	7 1/2 x 10 1/2	7 1/4 x 10
83	8 1/2 x 11 1/2	8 1/4 x 11
87	8 3/4 x 11 1/4	8 1/2 x 10 3/4
90	9 x 12	8 3/4 x 11 1/2
93	9 1/2 x 12 1/2	9 1/4 x 12
95	10 x 12	9 3/4 x 11 1/2
97	10 x 13	9 3/4 x 12 1/2
98	10 x 15	9 3/4 x 14 1/2
105	11 1/2 x 14 1/2	11 1/4 x 14
110	12 x 15 1/2	11 3/4 x 15

Payroll/Jeweler

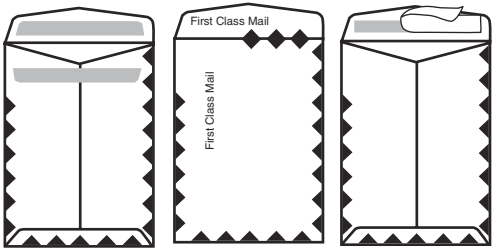
Open style envelope used for special applications like payroll and small jewelry.



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

First Class Mailers (Open End)

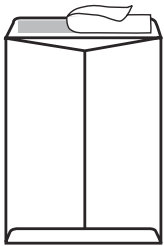
Catalog style envelopes printed with green diamond border and First Class to expedite postal handling. Available with regular seal adhesive(gum), latex seal and Peel & Seal®



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

Peel & Seal® (Open End)

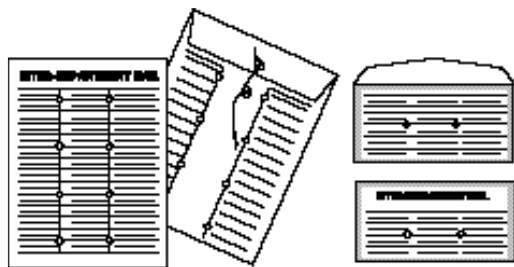
When the release tape liner is removed and the flap is pressed down it seals on contact without moisture. Printing after the envelope is folded can be accomplished without interfering with the quality of the seal.



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

Interdepartmental

This style envelope is commonly used for interoffice correspondence, has ungummed flap, eight holes, printed route listing on front and back. Can be plain or with button and string closure to assure privacy for the contents. Printing, closure and number of holes can vary to meet material requirements.



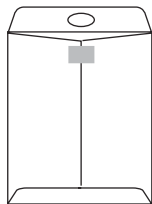
Item	Envelope Size	Enclosure Size
*No. 11	4 1/2 x 10 3/8	4 1/4 x 10 1/8
**10 x 13	10 x 13	9 3/4 x 12 1/2

* Commercial style with two holes.

** Also available with Tac-n-Tac™ closure.

Tac-n-Tac®

A special spot seal tape closure allows for repeat sealing of flap.



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

Drive-In Bank

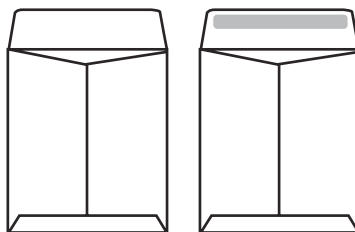
Open end style envelope with scored and extended flap are available with plain flap (no gum) or latex seal.

Envelope Size	Enclosure Size
3 1/4 x 7	3 x 6 3/4
3 3/4 x 7	3 1/2 x 6 3/4



Jumbo

Jumbo envelopes are available in brown, gray and white kraft with plain flap (no gum) or gummed flap. They are used by advertising agencies, printers, architects, engineering firms, photographers, hospitals etc. requiring larger than standard size envelopes.



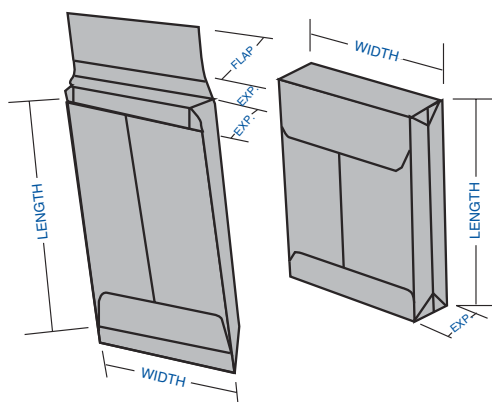
Envelope Size	Enclosure Size
11 x 17	11 3/4 x 16 1/2
12 1/2 x 16	12 1/4 x 15 1/2
12 x 17	11 3/4 x 16 1/2
12 1/2 x 18 1/2	12 1/4 x 18
13 1/2 x 13 1/2	13 1/4 x 13
13 x 17	12 3/4 x 16 1/2
13 x 19	12 3/4 x 18 1/2
14 x 16	13 3/4 x 15 1/2
14 x 18	13 3/4 x 17 1/2
14 x 21	13 3/4 x 20 1/2
15 x 18	14 3/4 x 17 1/2
15 x 20	14 3/4 x 19 1/2
15 x 22	14 3/4 x 21 1/2
16 x 20	15 3/4 x 19 1/2
17 x 22	16 3/4 x 21 1/2
18 x 23	17 3/4 x 22 1/2
19 x 26	18 3/4 x 25 1/2
20 x 25	19 3/4 x 24 1/2
22 x 27	21 3/4 x 26 1/2
24 x 30	23 3/4 x 29 1/2
24 x 36	23 3/4 x 35 1/2

EXPANSION ENVELOPES

Our expansions are precision manufactured from steel rule die cut and pre-scored envelope blanks. Envelopes manufactured bag bottom style means the side gussets are folded in at the time of manufacture, but the bottom gusset is folded out. Box bottom style has both the side and bottom gussets folded prior to use. Both style bottoms are identical when they are inserted. Expansion envelopes manufactured with a box bottom are available at an extra charge.

Measuring Expansion Envelopes

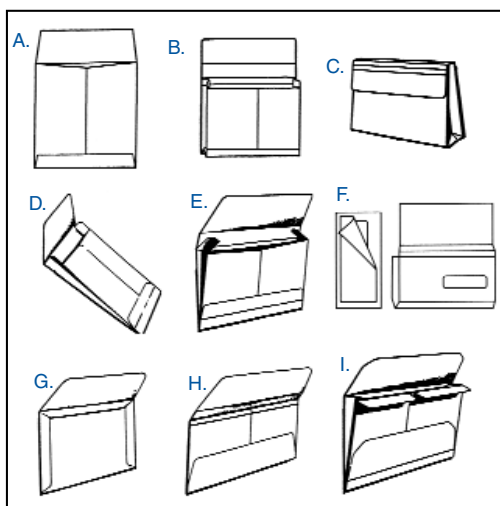
1. Measure with envelope fully expanded.
2. Determine width.
3. Determine length (distance between two inner most scores).
4. Determine expansion.
5. Determine flap size.
6. Determine if Bag Bottom "V" style (side gussets folded in, but bottom gusset is folded out) or Box Bottom "W" style (side and bottom gussets are folded in).
7. Determine if Open End or Open Side. If Open Side, specify with center and bottom seams or two side seams.
8. If adding Button and String or Clasp closure, determine if envelope will be used with or without full expansion at flap.



Minimum expansion 1" ; maximum expansion 4". Closure can be with regular gum, latex gum, or Peel & Seal®.

Pictorial Index:

- A. Jumbo
- B. Open-Side, Box-Bottom
- C. Open-Side, Box-Bottom (W) Wallet
- D. Open-End, Bag-Bottom (V-Style)
- E. Open-Side, Bag-Bottom (V-Style)
- F. Bank Statement (Window & Pocket)
- G. Open-Side Document Style
- H. Flat Safety Fold
- I. Security Mailer
- J. First Class mail
- K. Reinforced Tab File Jacket
Box Bottom Style
- L. Open-Side Reinforced Shelf Tab



Size Available:

- $4\frac{1}{8} \times 9\frac{1}{2} \times 2$
- $5 \times 11 \times 2$
- $5 \times 11 \times 3$
- $10 \times 12 \times 1\frac{1}{2}$
- $10 \times 12 \times 2$
- $10 \times 13 \times 1\frac{1}{2}$
- $10 \times 13 \times 2$
- $10 \times 15 \times 2$
- $11 \times 14\frac{1}{2} \times 2$
- $11 \times 15 \times 2$
- $12 \times 15 \times 2$
- $12 \times 15 \times 3$
- $12 \times 16 \times 2$

SPECIAL PURPOSE ENVELOPES

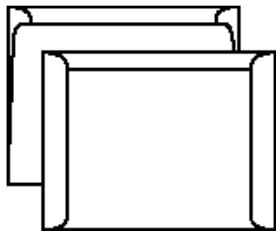
File-velope & File Jacket

File-velope is an open side/inside side seams envelope produced from heavy weight papers such as 32 lb. Manila Kraft and 125 lb. Manila Tag.

File Jackets are open side/outside side seams to facilitate insertion of material and produced from 40 lb. Brown Kraft and 125 lb. Manila tag.

File-velope
9 x 11 3/4

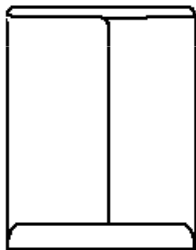
File Jacket
8 3/4 x 11 3/4
8 3/4 x 15



Job Ticket

Manufactured from Manila Tag or Coated One Side Carbonless paper. These envelopes offer an extra smooth surface for printing or writing.

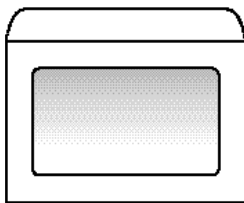
Envelope Size
8 3/4 x 11 1/4
9 1/2 x 12



Perfect Vision® Display

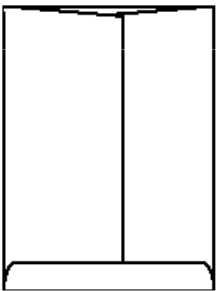
Available in White Kraft and assorted colors. These booklet style envelopes contain an oversized window centered on the face of the envelope. Ideal for mailing catalogs, annual reports and sales literature.

Item	Window Size
6 x 9	4 x 7
9 x 12	6 1/2 x 9 1/2



Filing Envelopes

Filing Envelopes are Open End/Center Seam envelopes produced from either Brown, Gray or White Kraft paper. The finished size of these envelopes is specified by the customer. The chart below shows the industry's standard "width" and "height up to" on each size envelope. The customer orders the width as shown and chooses the height up to any size, as the chart indicates. The opening for filing envelopes is always along the width.

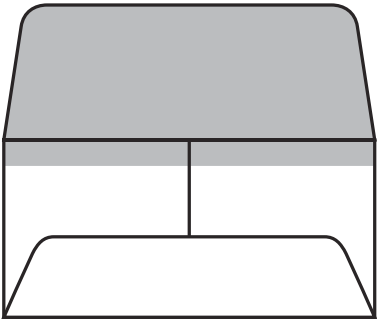


Width (Opening)		Height (Up to)	
9	17 1/2	16	19 1/2
9 1/2	12 1/4	16 1/2	16
10	17 1/2	17	21 1/2
11	16 1/2	17 1/2	17
11 1/2	14	18	22 1/2
12	14	18 1/2	18
12 1/2	18	19	25 1/2
13	16 1/2	19 1/2	19
13 1/2	18	20	24 1/2
14	20 1/2	20 1/2	20
14 1/2	14	21	23 1/2
15	21 1/2	21 1/2	21
15 1/2	15	22	26 1/2

Securomail® Safety-Fold

Open side with center and bottom seams, top and bottom “safety” fold. Bottom seams are deep and the heavily gummed seal flap area ensure complete security.

Envelope Size	Enclosure Size
5 x 11	4 3/4 x 10 3/4
5 1/2 x 11 1/2	5 1/4 x 11 1/4
6 x 12	5 3/4 x 11 3/4
10 x 13	9 3/4 x 12 3/4
10 x 15	9 3/4 x 14 3/4



Peel & Seal® Envelopes of Tyvek®*

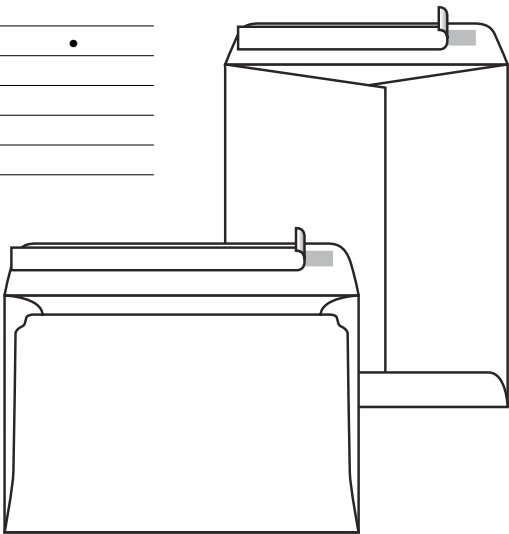
Envelopes of Tyvek®, spunbonded olefin, are the cost-efficient alternative to kraft envelopes. These strong, yet lightweight, envelopes provide that extra margin of protection against loss or damage of valuable mailings, and the light weight reduces postage costs.

Size	Plain		Printed First Class		Printed Air Mail
	Sub 14	Sub 18	Sub 14	Sub 18	Sub 14
6 x 9	•		•		
6 1/2 x 9 1/2	•		•		
7 1/2 x 10 1/2	•				
9 x 12	•	•	•		•
9 x 12 OS		•			
9 1/2 x 12 1/2	•	•	•		
10 x 13	•	•	•	•	•
10 x 13 OS		•		•	
10 x 15	•		•		
11 1/2 x 14 1/2	•				
12 x 15 1/2	•	•	•		

NOTE: All items are open end unless otherwise noted.

Expansion Envelopes

Size	Plain	First Class
	Sub 18	Sub 18
10 x 13 x 1 1/2 OE	•	•
10 x 13 x 2 OS	•	•
10 x 15 x 2 OS	•	•
12 x 16 x 2 OE	•	•
12 x 16 x 2 OS	•	•



*

DuPont Tyvek®
spunbonded olefin

25% Post-Consumer Content

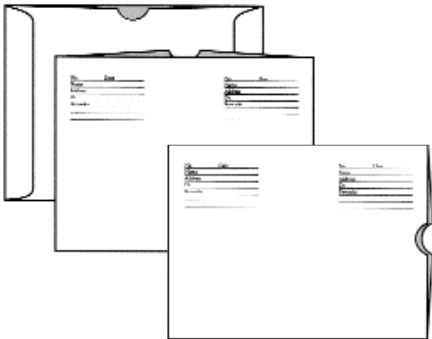
MEDICAL IMAGING PRODUCTS

Negative Preservers

Available in Sub. 28 and Sub. 32 Brown, Gray, Red and Green Kraft. Stocked in sizes to accommodate X-ray film. Negative Preservers are available open end or open top, thumb-cut, plain or printed.

Size
8 1/2 x 10 1/2 (Open End)
10 1/2 x 12 1/2 (Open End)
11 1/2 x 14 1/2 (Open End)

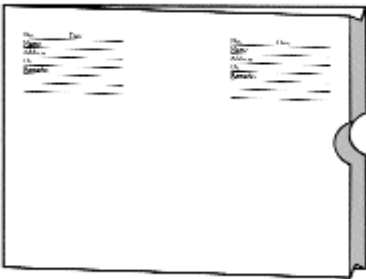
14 1/2 x 17 1/2 (Open Top)
14 1/2 x 17 1/2 (Open Side)



Expansion Jacket

Available in Sub. 40 Brown Kraft, the Expansion X-Ray master jacket is an open top envelope with 1" gusset. It also is printed and thumb cut.

Size
14 1/2 x 17 1/2 x 1



Custom Category Inserts

Custom Color Border Sleeves are category jackets which may be personalized to fulfill specific category filing needs. these category inserts are available with a printed 4-sided border or plain (no printing), all of which are produced from White Kraft paper.

Size
14 1/4 x 17 1/2 (Open End)

Printed Border Colors	
Black	Light Green #375
Process Blue	Gray #430
Yellow #109	Purple #527
Gold #117	Kelly Green #568
Orange #165	Yellow Green #381
Brown #168	Olive #582
Rust #180	Lavender #270
Red #185	Putty #454
Magenta #233	Manila #134
Dark Blue #287	Turquoise #326

Size
10 1/2 x 12 1/2 (Open End)

Border only. Plain, no printing.



Category Inserts, System I/Mailwell, System II/Ames and Others

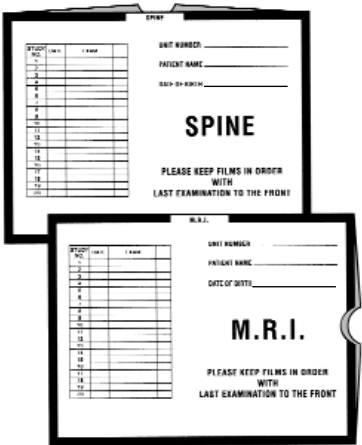
Category inserts are available in four standard formats, all of which are thumb cut and are produced from Kraft paper. These jackets are provided with system compatible color coded borders.

Size

10 1/2 x 12 1/2 (Open End)
14 1/4 x 17 1/2 (Open End)
17 1/2 x 14 1/4 (Open End)

Description	System I Border Color
Abdomen	Yellow/Green
Angio	Magenta
B.E.	Gold
Bone	Yellow
Bone Densitometry	Yellow
Chest	Brown
C.T.	Kelly Green
D.S.A.	Magenta
Extremities	Yellow
Gall Bladder	Light Green
G.I.	Gray
G.U.	Orange
Head and Neck	Blue
I.V.P.	Peach
Mammography	Dark Blue
Miscellaneous	-
M.R.I.	Rust
Nuclear Medicine	Red
Radiation Oncology	Yellow
Special Procedure	Olive
Spine	Black
Ultra Sound	Purple

Description	System II Border Color
Abdomen	Red
Angio	Stone
B.E.	Gold
Bone	Yellow
Chest	Briar
C.T.	Khaki
C.T. (Khaki Kraft)	Black
D.S.A.	Blue
G.I.	Putty
G.U.	Orange
Head and Neck	Lt. Blue
I.V.P.	Orange
Mammography	Pink
Miscellaneous	-
M.R.I.	Black
Nuclear Medicine	Manila
Radiation Oncology	Orange
Special Procedure	Olive
Spine	Green
Ultra Sound	Gray
Ultra Sound (Gray Kraft)	Blue



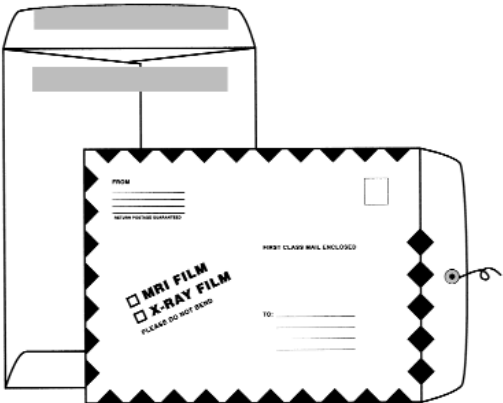
Description	Other Systems Border Color
Abdomen	Lavender #270
Abdomen	Plain/No Border
B.E. (Barium Enema)	Putty #454
Chest	Lt. Brown #152
C.T. (Cat Scan)	Red #185
C.T. (Cat Scan)	No Border/Black
Mammography	Manila #134
Mammography	No Border/Black
M.R.I.	Turquoise #326
M.R.I.	Gray #421
Myelogram	Lavender #270
P.E.T.	Orange #165

Film Mailer, Open End

X-Ray mailers may be supplied with an ungummed flap, latex sealing flap, or button and string fastener. They are also available with a first class green diamond border, which expedites postal handling. These envelopes are made from heavy duty Brown Kraft or Manila stock.

Size

11 x 13
15 x 18



ANNOUNCEMENTS

There are two basic uses for announcements: **Commercial** and **Social** occasions.

These items can be used for both announcements and invitations, commemorating business openings, changes of address, notifications of promotion, and other social and commercial events.

Commercial Announcements are usually supplied with a single gummed envelope. *Social Announcements*, used as invitations, are supplied, in most cases, with an inside ungummed envelope and an outside gummed envelope. Both are produced in a variety of sizes, papers and colors, and are available in both plain and panel cards and folders.

Commercial Announcements

The most commonly used type of announcement is the baronial card or folder. Baronials are usually manufactured using a vellum finished paper in both white and ivory. In recent years, a greater variety of papers have become available in a multitude of colors and finishes.

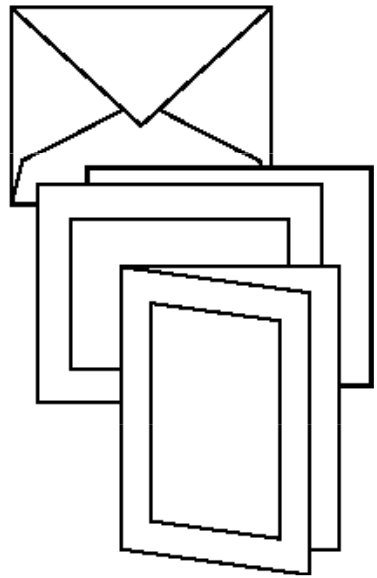
The baronial style announcement envelope is supplied in 5 standard sizes.

Commercial Announcements are packaged in two different formats. The economy grades, which are normally 14 pt. card stock and 24 lb. envelopes, are packaged 500 per box and 5M per carton.

The premium grades are generally 16 pt. card stock and 28 lb. envelopes. These items are packaged 250 per box and the usual carton packaging is 2500 per carton for all sizes.

Matching folders are available for most of these sizes.

These folders are generally 100 lb. stock (Basis 25 x 38/500). These items are normally packaged 250 per box and 2 1/2M per carton.



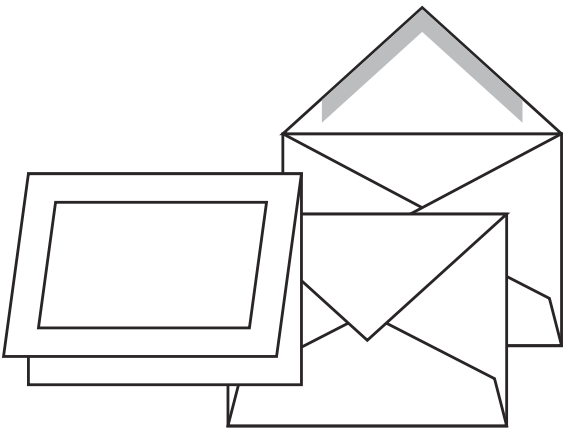
Item	Envelope Sizes	Card Size	Folder Size	Panel margin
4 Baronial	3 5/8 x 5 1/8	3 1/2 x 4 7/8	4 7/8 x 7	1/2
5 Baronial	4 1/8 x 5 5/8	4 x 5 1/4	(not stocked)	1/2
5 1/2 Baronial	4 3/8 x 5 3/4	4 1/4 x 5 1/2	5 1/2 x 8 1/2	1/2
6 Baronial	4 3/4 x 6 1/2	4 5/8 x 6 1/4	6 1/4 x 9 1/4	5/8
Lee	5 1/4 x 7 1/4	5 1/8 x 7	6 5/8 x 10 7 x 10 1/4	Card 5/8 Folder 3/4 or 5/8

Social Announcements

There are two basic categories of Social Announcements: *Traditional* and *Contemporary*.

- **Traditional Announcements** are manufactured from white and natural shades of papeterie papers. Some traditional announcements are produced from cotton fiber paper, but today most are made from high grade sulphite paper. The matching envelope style is normally diagonal seam, pointed flap. The folders and cards may be produced either with or without a debossed panel.
- **Contemporary Announcements** cover a wide range of styles and papers. They may incorporate color in the design as well as a variety of colored inks in the personalization of the announcement. The paper used in contemporary announcements may be vellum, laid, texture or parchment finishes. Deckle edge papers are often used in these newer styled announcements. The matching envelopes may be square flap (side seam) or pointed flap (diagonal seam).

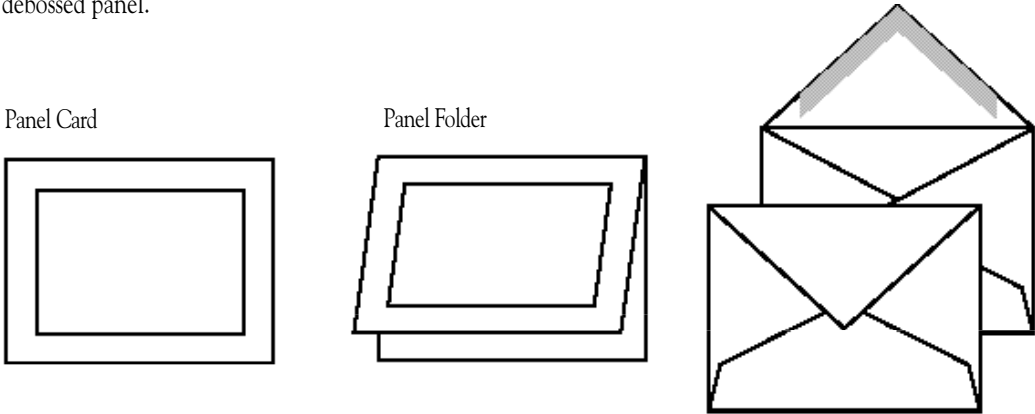
Social Announcements are available in a wide variety of sizes. They are packaged both bulk in cartons for high volume users, as well as in the retail cabinet pack. In bulk pack, envelopes are packaged separately from the invitations. Cabinets for the invitations consist of 52 sheets, 50 ungummed inside, 50 gummed outside envelopes and 50 tissues. The box is shrink wrapped for cleanliness and easy display, with a lid on the bottom for reuse in delivering the printed invitation to the end user. Cabinets for Thank You's, Reception and Response Folders or Cards are packed 102 sheets with 100 outside envelopes. This box is also shrink wrapped.



Item	Envelope Size*	Card Size	Panel Margin
Business Announcements			
Gladstone	3 9/16 x 5 9/16	3 3/8 x 5 3/8	1/2
4 Baronial	3 5/8 x 5 1/8	3 1/2 x 4 7/8	1/2
21	4 x 5 15/16	3 7/8 x 5 3/4	1/2
5 Baronial	4 1/8 x 5 5/8	4 x 5 1/4	1/2
53	4 1/8 x 6 1/4	4 x 6	5/8
5 1/2 Baronial	4 3/8 x 5 3/4	4 1/4 x 5 1/2	1/2
6 Baronial	4 3/4 x 6 1/2	4 5/8 x 6 1/4	5/8
110	5 x 7 1/4	4 3/4 x 7	3/4
Lee	5 1/4 x 7 1/4	5 1/8 x 7	5/8 or 3/4
137	5 1/2 x 8 1/2	5 1/4 x 8 1/4	3/4

Baronial Pointed Flap Diagonal Seam Announcement
Envelopes with matching Plain or Panel Cards and Folders

Traditional announcements are manufactured from white and ivory shades of papeterie papers; however, they are also available in colors and finishes. The folders and cards may be produced either with or without a debossed panel.



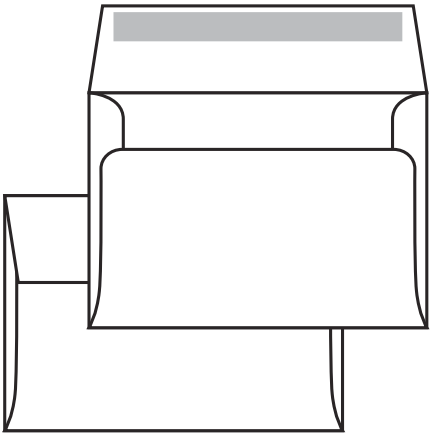
Item	Envelope Sizes	Card Size	Folder Size	Panel margin
4 Baronial	3 5/8 x 5 1/8	3 1/2 x 4 7/8	4 7/8 x 7	1/2
5 Baronial	4 1/8 x 5 5/8	4 x 5 1/4	(not stocked)	
5 1/2 Baronial	4 3/8 x 5 3/4	4 1/4 x 5 1/2	5 1/2 x 8 1/2	1/2
6 Baronial	4 3/4 x 6 1/2	4 5/8 x 6 1/4	6 1/4 x 9 1/4	5/8
Lee	5 1/4 x 7 1/4	5 1/8 x 7	6 5/8 x 10	Card 5/8
			7 x 10 1/4	Folder 3/4 or 5/8

Product Size Comparison

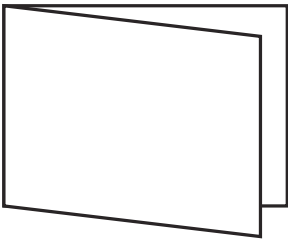
A2 = 5 1/2 Baronial
A6 = 6 Baronial
A7 = Lee

A-Style Square Flap Envelopes and Announcements

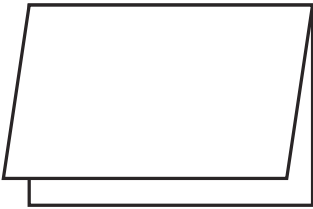
For use with announcements, small booklets, brochures or promotional pieces, and more recently for distinctive business stationery. This style envelope is enhances by the use of text paper. Use this chart to determine the most appropriate A-Style envelope and enclosure size.



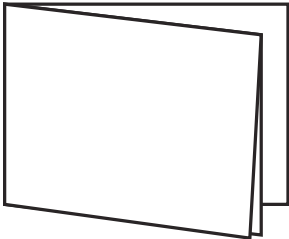
Narrowfold Card



Broadfold Card



French Fold Sheet



Item	Envelope Size	Single Card	Narrowfold Card	Broadfold Card	French Fold Sheet
A-2	4 3/8 x 5 3/4	4 1/4 x 5 1/2	4 1/4 x 11	5 1/2 x 8 1/2	8 1/2 x 11
A-6	4 3/4 x 6 1/2	4 1/2 x 6 1/4	4 1/2 x 12 1/2	6 1/4 x 9	9 x 12 1/2
A-7	5 1/4 x 7 1/4	5 1/8 x 7	5 x 14	7 x 10	10 x 14
A-8	5 1/2 x 8 1/8	5 3/8 x 7 7/8	5 1/4 x 15 1/2	7 3/4 x 10 1/2	10 1/2 x 15 1/2
A-9	5 3/4 x 8 3/4	5 5/8 x 8 5/8	5 1/2 x 17 1/2	8 1/2 x 11	11 x 17 1/2
A-10	6 x 9 1/2	5 7/8 x 9 1/4	5 3/4 x 18 1/2	9 1/4 x 11 1/2	11 1/2 x 18 1/2
Slimline	3 7/8 x 8 7/8	3 3/4 x 8 5/8	3 3/4 x 17 1/4	8 5/8 x 7 1/2	7 1/2 x 17 1/4

OFFSET PRINTING

Offset Lithography offers the highest quality of envelope printing. It produces a clear, well-defined image area and provides excellent ink coverage. It is effective on many different paper surfaces from smooth vellums through laid, embossed finishes and heavily textured felts. Offset printing is generally done after the envelope is folded, but the blank can be printed before folding to allow for closer registration if the copy wraps around the sides of the envelope.

In preparing an offset plate from a negative, the image is burned through an emulsion on the plate and treated to provide a “greased image area”. On press, the plate is first dampened with water, then ink rollers pass over the plate. The greasy image area accepts the greasy ink while the wetted area rejects it. The printing plate then makes contact with a canvas-backed rubber blanket that accepts the inked image and transfers it to the paper.

The offset process is ideally suited for printing envelopes because the rubber blanket helps to compensate for the bulk of varying paper thicknesses of the envelope.

FLEXOGRAPHY PRINTING

Flexography is a printing process in which the printing plate places ink directly on the paper. Printing is done from plates on which the image to be printed is raised above the non-printing surface. Ink is applied to the raised surface while the surrounding areas are lower and do not receive ink. The inked image is then pressed directly onto the paper.

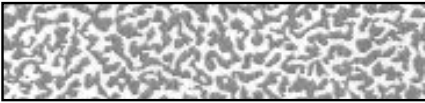
High-Speed Flexography equipment uses flexographic inks that are water based for fast drying and environmentally friendly. When we print in-line on our envelope folding machines, there is very little time for the ink to dry before the envelope is folded. The use of these inks also provides excellent coverage of solid image areas and will not appear as glossy as traditional flexo inks.

At ARGO we use printing plates made from photo polymer material. We use the Pantone Matching System (PMS) for all of our printing.

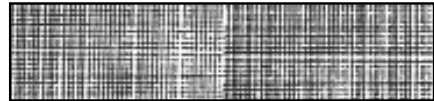
INSIDE TINTS

ARGO maintains many different tint styles, which we can manufacture as requested. Our stock tints are the aurora and confetti. Inside tints are generally used to increase the opacity of the envelope in order to provide greater confidentiality for the material being carried. Tint designs are often used in direct mail to enhance the presentation.

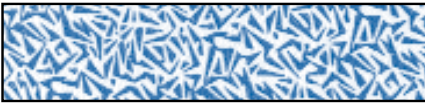
Should you want a custom inside tint for example; including company name, logo, product or art, etc., this can be easily done. Simply provide us with the original artwork and we can generate it. It is important at the time of the quotation that we understand any need for a special tint.



Mosstype



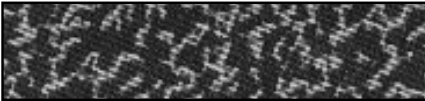
Linen



Barbary



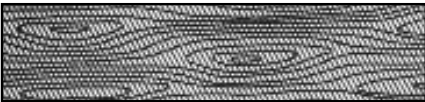
Lines



Krackle



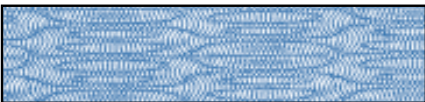
Confetti



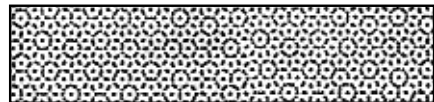
Woodgrain



Basketweave



Aurora



Sunburst

LASER PRINTING FACTS

- Most laser printers have feeding mechanisms designed for single sheet applications. Envelopes are sheets of paper cut and folded into multi-thicknesses. Each printer model may produce different results, larger volume models usually handle envelopes better than smaller desk-top models. Commercial design envelopes are best suited for laser applications.
- MOISTURE is the true enemy of laser printers when running envelopes. Premature sealing is caused by a moisture build-up inside the printer when heat from the fusion chamber evaporates moisture in the paper and/or the air.
- Most envelopes have at least three thicknesses of paper. It is advisable to specify a paper that has a caliper thickness that facilitates the fully closed envelope passing through the paper path of the laser printer. Generally, substance 24 paper is the most compatible for use in laser printing equipment.
- Commercial flap and diagonal seam envelopes perform the best.
- Value-added operations such as thermography, offset printing, and embossing may affect the envelope feeding process.
- Since moisture (*high humidity of 60% or higher*) is an enemy of laser printers, it is recommended that envelopes be stored in a cool, dry location (*40% to 50% relative humidity*).
- Never use a poly or cellophane window in a laser printer.

ORDER CHECKLIST

We can help you obtain the best results for your envelopes by following this checklist when ordering:

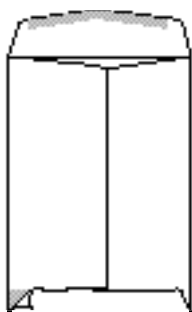
- Envelope size and style
- Type of stock (grade, weight, color, finish)
- Window size, style, position and window patch material (if a window is needed)
- Quantity of envelopes required
- Description of Enhancement (or Embellishment) method including:
 - ☒ Full coverage/heavy coverage
 - ☒ Bleed
 - ☒ Reverse print
 - ☒ Perfecting (printing on sealing flap or back side as well as front)
 - ☒ Close registration
 - ☒ PMS Color(s)
 - ☒ Tinting inside
 - ☒ Sample, artwork or negative to be supplied
 - ☒ Delivery requirements
 - ☒ Color of foil needed for stamping or embossing
 - ☒ Blind embossing
 - ☒ Litho Converting

HOW SUPERIOR ENVELOPES ARE CREATED

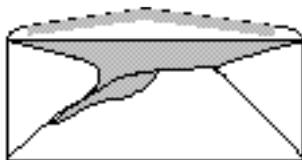
We are dedicated to the task of manufacturing superior quality envelopes, announcements and related accessories. Every single envelope that we manufacture — from the broad offerings of over 30 leading paper mills — is perfectly squared, precisely sized and smoothly tapered.

WHAT MAKES A QUALITY ENVELOPE?

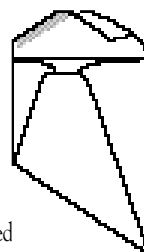
There are real quality differences in envelopes that affect their functionality. With the increased demand in laser printing applications, the use of automatic insertion equipment for bulk mailings and the growth in postage meters for business, a well-engineered envelope that can withstand multiple downstream applications is more critical than ever. **Here's what you should look for in evaluating the quality of an envelope, no matter what job your envelope was created for:**



No loose corners



No loose flaps



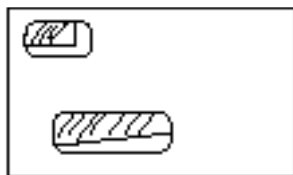
No curled



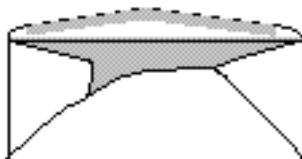
Good fold line



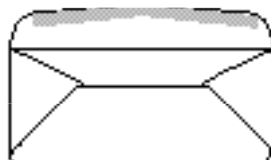
No puckered seams



No misplaced patches



No clipped edges



No holes

AN ENVELOPE THAT DOESN'T GET ATTENTION GETS TOSSED

An envelope is a potential customer's first impression of your company. It is a powerful communicative tool that speaks to the recipient even before the envelope is opened. The envelope should not be an after-thought in the design process. It should be created when a project is conceived for maximum value.