

Chart of Standard Envelope Sizes

If you don't see the size you're looking for, just ask—we can probably get it!



IMAGEPLUS
Quality Printing

414-727-5200

ImagePLUS is your **ONESOURCE** for all of your envelope needs.

Let your creativity go knowing that we can produce almost any kind of envelope, printed in one to four color, at just about any size.

At ImagePlus Quality Printing, we cultivate an environment of creativity, innovation and opportunity where employees work together to consistently deliver the highest quality products, service and value to every customer we serve.

Baronials

#7 1/2	5 1/2" x	7 1/2"
Linwood #7	5 1/4" x	7 1/2"
#6 3/4	4 3/4" x	6 3/4"
#6	4 3/4" x	6 3/4"
#5 1/2	4 3/8" x	5 3/4"
President	4 1/4" x	6 3/4"
#5	4 1/8" x	5 5/8"
#4	3 5/8" x	5 1/8"
Slim Jim	3" x	6 3/4"
Gladstone	3 5/16" x	5 5/16"

Pointed Flap

Not only can we print your envelope, we can use our high-speed copying capabilities to produce the letter that goes inside it. Our comprehensive mailing and fulfillment can send your mailing job out into the world. And, if you don't send everything out all at once, we have FREE inventory management and warehousing, too. All this with free local pickup and delivery!

Trust our experience and dedication to produce exactly what you want!

Announcements

A-10	6" x	9 1/2"
A-8	5 1/2" x	8 1/8"
A-7	5 1/4" x	7 1/4"
A-6	4 3/4" x	6 1/2"
A-2	4 3/8" x	5 3/4"

Square Flap

Machine Insertables Announcements Also Available.

Capabilities:

- Printing at speeds up to 60M envelopes per hour
- Bleeds
- Printing envelopes with latex seal or peel and seal
- Two color perfecting on sizes up to 9" x 12"
- Printing screens, halftones, duotones and vignettes
- Printing all window positions with standard or custom tints

Catalogs/Booklets/Coins

	12" x	15 1/2"
	10" x	15"
	11 1/2" x	14 1/2"
	10" x	13"
	9 1/2" x	12 5/8"
	9 1/2" x	12 1/2"
	9" x	12"
	8 3/4" x	11 1/2"
	7 1/2" x	10 1/2"
	6 1/2" x	9 1/2"
	6 1/2" x	9"
	6" x	9"
	5 1/2" x	7 1/2"
	4 1/2" x	6 3/4"
#5 1/2 (F)	3 1/8" x	5 1/2"
#3 (B)	2 1/2" x	4 1/4"
#1 (A)	2 1/4" x	3 1/2"
#00	1 1/16" x	2 1/4"

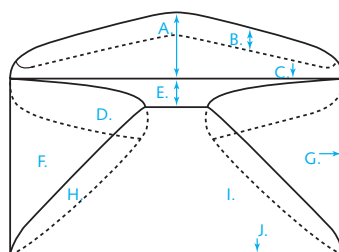
An Open Side or Booklet Envelope has the flap opening on the long dimension of the envelope.

An Open End Envelope has the flap opening on the short dimension of the envelopes.

Commercials

#14	5" x	11 1/2"
#12	4 3/4" x	11"
#11	4 1/2" x	10 3/8"
#10	4 1/8" x	9 1/2"
#9	3 7/8" x	8 7/8"
#8 3/8	3 5/8" x	8 3/8"
#7 1/2	3 13/16" x	7 1/2"
#7	3 3/4" x	6 3/4"
#6 3/4	3 5/8" x	6 1/2"
#6 1/4	3 1/2" x	6"
#5	3 1/8" x	5 1/2"

Standard Flap



- The anatomy of an envelope is as follows:
- A. Seal Flap Length
 - B. Width of Seal Gum
 - C. Top Fold
 - D. Shoulder
 - E. Throat
 - F. Side Flap
 - G. Side Fold
 - H. Seam Overlap
 - I. Bottom Flap
 - J. Bottom Fold

Squares

	7 1/2" x	7 1/2"
	6 1/2" x	6 1/2"
	6" x	6"
	5 1/2" x	5 1/2"
	5" x	5"
	9" x	9"
	10" x	10"
	13" x	13"

Also Available

Square Flap

Measuring Commercial Window Envelopes

Commercial #10 Window Envelopes are available in eight standard window positions:

A -118" x 434" window- 3/4" from left, 1/2" from bottom.
 B -118" x 412" window- 7/8" from left, 5/8" from bottom.
 C -118" x 412" window- 7/8" from left, 1/2" from bottom.
 D -138" x 412" window- 7/8" from left, 1/2" from bottom.
 E -114" x 412" window- 3/4" from left, 3/4" from bottom.
 F -114" x 4" window- 3/4" from left, 1/2" from bottom.
 G -118" x 434" window- 4" from left, 1/2" from bottom.
 Showcase -258" x 71/2" window- 1" from left, 3/4" from bottom.

1 1/8" x 4 3/4"

3/4" Left

1/2" Bottom

#10(A) 4 1/8" x 9 1/2"

Letter-Size Mail Standards Template

Use this template for Minimum size, proper height to length ratio and thickness. (Regulations are subject to change. Check with your local post office.)

Standard Sizes (First-Class Mail not claimed at postcard rate and weighing one ounce or less may be Subject to a Surcharge.)

Postcard and Stamped Cards
 Minimum size 3 1/2" high x 5" long x 0.007" thick.
 Maximum size 4 1/4" high x 6" long x 0.016" thick, or a basis weight of 25 pounds or greater.

Minimum Standards
 3 1/2" x 5" is the minimum height and length required for mail pieces in order to be acceptable for mailing. Mail pieces must be rectangular and at least .007 inches thick. Items 1/4" thick or less, not meeting any one of these requirements are nonmailable.

Nonstandard Sizes

- Its length exceeds 11 1/2".
- Its height exceeds 6 1/8".
- Its thickness exceeds 1/4".
- Its aspect ratio (length divided by height) is less than 1.3 or more than 2.5.

6 1/8"

4 1/4"

3 1/2"

5"

6"

11 1/2"

Within Ratio Regular Postage

Too Long Surcharge

Too High Surcharge