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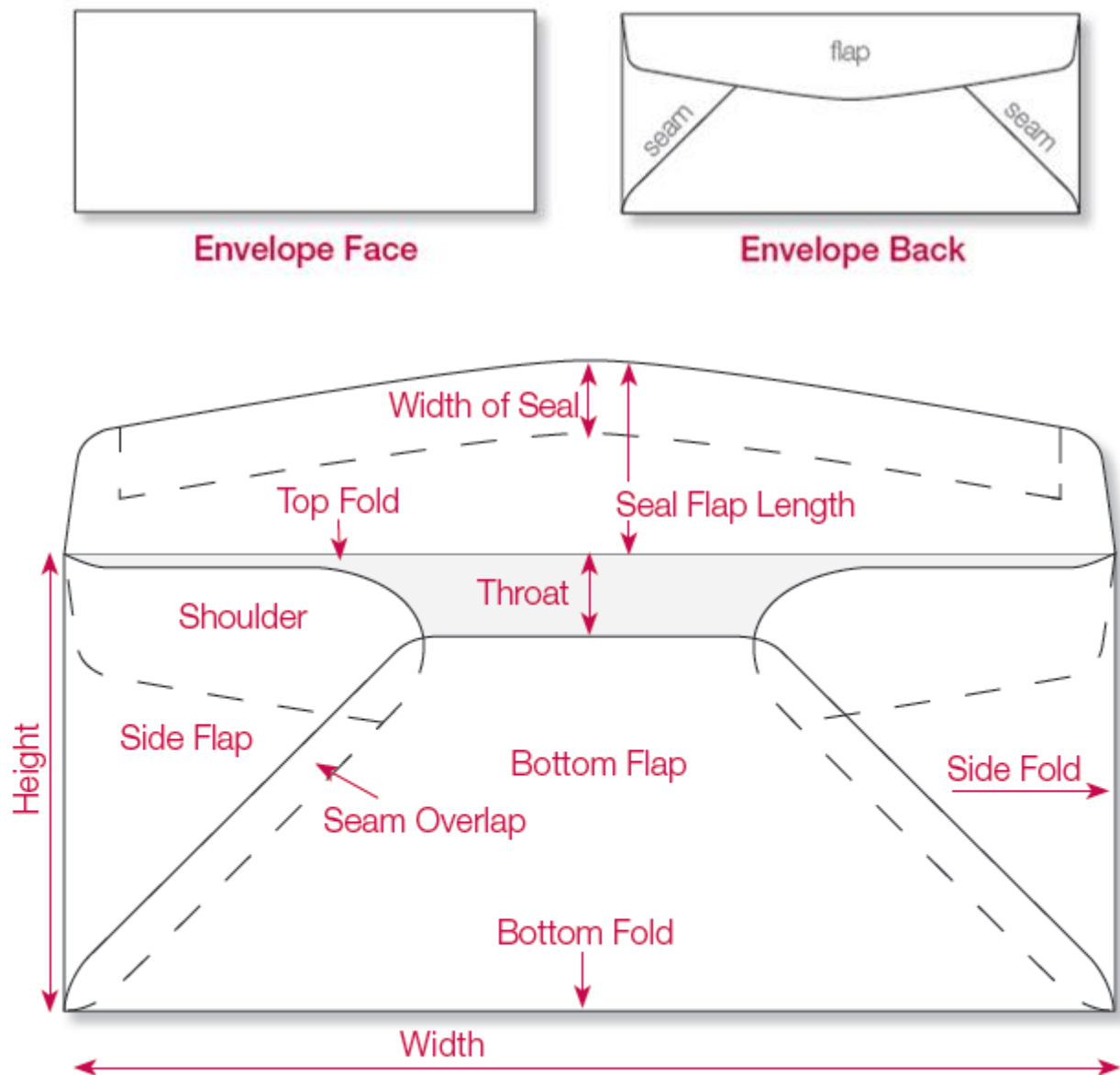
## **ENVELOPE GUIDE**

# Envelope Basics

Envelopes are your first impression for whatever products you're selling or message you must convey. As a premier national envelope supplier, Flap and Seal Envelopes has the expertise to make that critical first impression exactly what you want it to be.

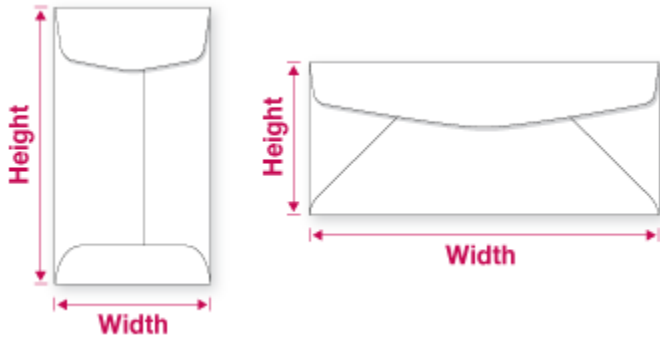
## An Envelope's Parts

Regardless of size or variations, an envelope has the same basic parts: corners, flaps, folds, shoulders, throat, seal and seams.



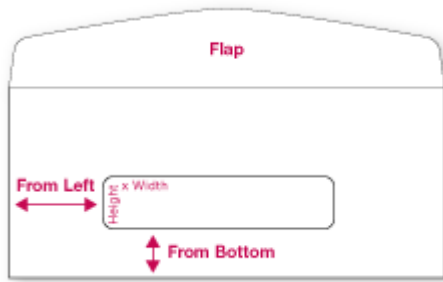
The above diagram is a standard diagonal seam envelope.

## Measuring an Envelope



Although envelopes are measured from the shortest dimension first, this practice does not distinguish the height from the width. Therefore, if the envelope is placed before you with its seal flap at the top, the dimension from the bottom fold to the top fold is the height. The dimension from the left to right is the width. Simply considering the position of the flap is the first step in describing envelopes.

## Measuring a Window Position

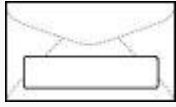


Window size is always specified as height x width regardless of orientation. Window positions are always measured by their distance from the left edge of the envelope and the distance from the bottom (the flap is the "top" of the envelope).

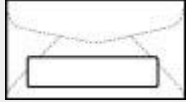
## Window Templates

Want to know if your address will fit in a window? Looking to make a design, but not sure where the window will be? We're here to help - take a look at all of our available window templates below.

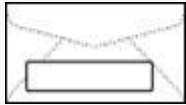
Envelope	Description
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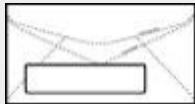
#6-1/4 "A" Commercial Window



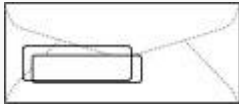
#6-3/4 "A" Commercial Window



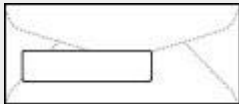
#7 "A" Commercial Window



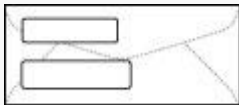
#7-1/2 "A" Commercial Window



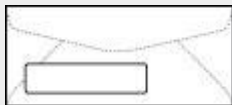
#8-5/8 "#1/#2" Commercial Window



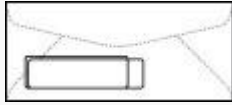
#8-5/8 "#3" Commercial Window



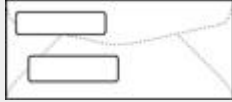
#8-5/8 Commercial Double Window



#9 "A" Commercial Window



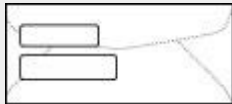
#9 "F Short/C" Commercial Window



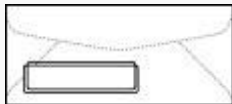
#9 "DG-2" Commercial Double Window



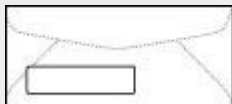
#9 Business Reply Template



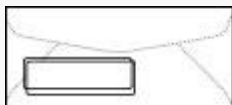
#10 "DG-1" Commercial Double Window



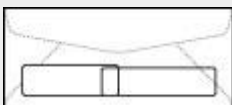
#10 "A/B" Commercial Window



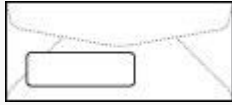
#10 "C" Commercial Window



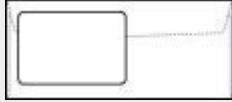
#10 "D/E Fast Forward" Commercial Window



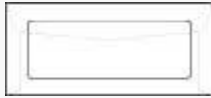
#10 "F Short/G Right" Commercial Window



#10 "H" Commercial Window



#10 Commercial All Purpose Window



#10 Showcase Window



#10-1/2 Commercial Window



#11 "A" Commercial Window

# Standard Envelope Sizes

When it comes to ordering an envelope, it's important to understand which sizes are standard and most popular. Why is this important? These sizes are readily available and can be shipped out immediately. Listed below are a wide range of standard sizes for a variety of different envelope types and styles.



## Commercials

<b>Envelope #</b>	<b>Dimensions (inches)</b>	<b>Max. Enclosure Size (inches)</b>
#5	3-1/8 x 5-1/2	2-7/8 x 5-1/4
#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	3-3/8 x 6-1/4
#7	3-3/4 x 6-3/4	3-1/2 x 6-1/2
#7-1/2	3-15/16 x 7-1/2	3-11/16 x 7-1/4
#8-5/8	3-5/8 x 8-5/8	3-3/8 x 8-3/8
#9	3-7/8 x 8-7/8	3-5/8 x 8-5/8
#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



**Catalogs**

<b><i>Dimensions (inches)</i></b>	<b><i>Max. Enclosure Size (inches)</i></b>
6 x 9	5-3/4 x 8-3/4
6 x 9-1/2	5-3/4 x 9-1/4
6-1/2 x 9-1/2	6-1/4 x 9-1/4
7-1/2 x 10-1/2	7-1/4 x 10-1/4
9 x 12	8-3/4 x 11-3/4
9-1/2 x 12-1/2	9-1/4 x 12-1/4
10 x 13	9-3/4 x 12-3/4
10 x 15	9-3/4 x 14-3/4
12 x 15-1/2	11-3/4 x 15-1/4





**Booklets**

<b><i>Dimensions (inches)</i></b>	<b><i>Max. Enclosure Size (inches)</i></b>
6 x 9	5-3/4 x 8-3/4
6 x 9-1/2	5-3/4 x 9-1/4
6-1/2 x 9-1/2	6-1/4 x 9-1/4
7-1/2 x 10-1/2	7-1/4 x 10-1/4
9 x 12	8-3/4 x 11-3/4
9-1/2 x 12-1/2	9-1/4 x 12-1/4
10 x 13	9-3/4 x 12-3/4
10 x 15	9-3/4 x 14-3/4
12 x 15-1/2	11-3/4 x 15-1/4



## Announcements

<b>Envelope #</b>	<b>Dimensions (inches)</b>	<b>Max. Enclosure Size (inches)</b>
A-2	4-3/8 x 5-3/4	4-1/8 x 5-1/2
A-6	4-3/4 x 6-1/2	4-1/2 x 6-1/4
A-7	5-1/4 x 7-1/4	5 x 7
A-8	5-1/2 x 8-1/8	5-1/4 x 7-7/8
A-10	6 x 9-1/2	5-3/4 x 9-1/4



## Collections

<b>Envelope #</b>	<b>Dimensions (inches)</b>	<b>Max. Enclosure Size (inches)</b>
#6-1/4	3-1/2 x 6-1/4	3-1/4 x 6
#6-3/4	3-5/8 x 6-1/2	3-3/8 x 6-1/4
#9	3-7/8 x 8-7/8	3-5/8 x 8-5/8