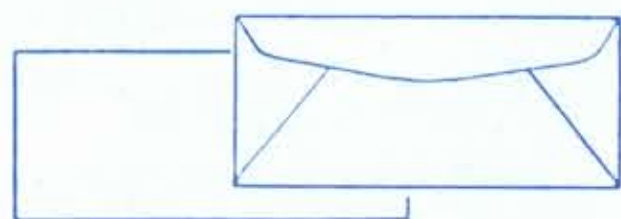


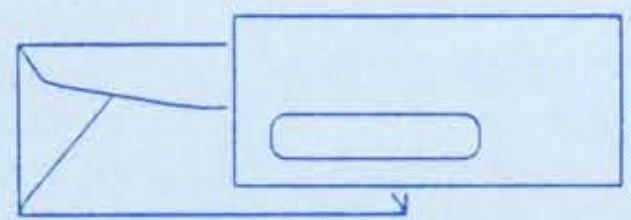
ENVELOPE BUYERS GUIDE

The purpose of this Guide is to help you have a better understanding of envelopes and to show the variety of styles that are available. The envelopes listed here are standard stocked envelopes that are most commonly used and represent over 90% of those sold. However, ask your sales rep, if you don't see what you need - almost any type of envelope can be produced. Noted below are the dimensions and commonly known number (where applicable) for each style. All are stocked in 24# (the thickness of the paper) White Wove, except 9 x 12 and larger catalog/booklet envelopes which are 28# and reusables, which are 32# White Kraft. Catalog and booklet envelopes are also stocked in Brown Kraft paper. Again, while envelopes can be produced from almost any type of paper, White Wove is most commonly used and stocked. Most envelopes are supplied with a remoistening gum on the seal flap. However, latex seal, which does not require moistening, can be applied to any envelope. Additionally, most envelopes are available with an inside tint (a printed design on the inside to guard against viewing the contents). Standard inside tints are printed in blue ink with a universal design or with an FDIC insignia for financial institutions. A custom inside tint can also be provided using your own design and choice of color(s).



Commercial & Official Regular (Non-Window) Envelopes

Commonly Known No.	Dimensions
6-1/4	3-1/2 x 6
6-3/4	3-5/8 x 6-1/2
7	3-3/4 x 6-3/4
7-3/4 or Monarch	3-7/8 x 7-1/2
8-5/8 (8 or Check)	3-5/8 x 8-5/8
9	3-7/8 x 8-7/8
10	4-1/8 x 9-1/2
11	4-1/2 x 10-3/8
12	4-3/4 x 11
14	5 x 11-1/2



Commercial & Official "Standard" Window Envelopes

Dimensions same as above. Standard Window envelopes, except # 8-5/8, have a window size of 1-1/8" high by 4-1/2" wide, placed 7/8" from the left side of the envelope and 1/2" from the bottom.



Commercial & Official "Custom" Window Envelopes

Dimensions same as above. A custom window has a placement and size different than described above. Note, a custom window can be added to nearly any other size envelope.



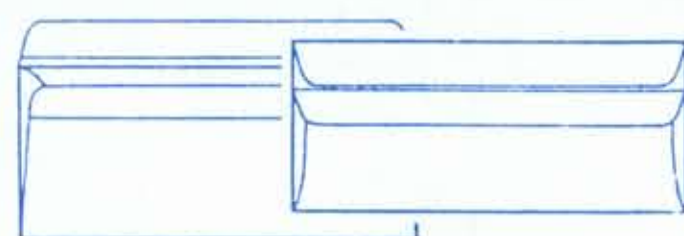
Catalog (Open End) Envelopes*

Commonly Known No.	Dimensions
1 Catalog	6 x 9
1-3/4 Catalog	6-1/2 x 9-1/2
10-1/2 Catalog	9 x 12
12-1/2 Catalog	9-1/2 x 12-1/2
13-1/2 Catalog	10 x 13



Booklet (Open Side) Envelopes*

Commonly Known No.	Dimensions
6-1/2 Booklet	6 x 9
6-3/4 Booklet	6-1/2 x 9-1/2
9-1/2 Booklet	9 x 12
10 Booklet	9-1/2 x 12-5/8
13 Booklet	10 x 13



Flip & Seal Envelopes

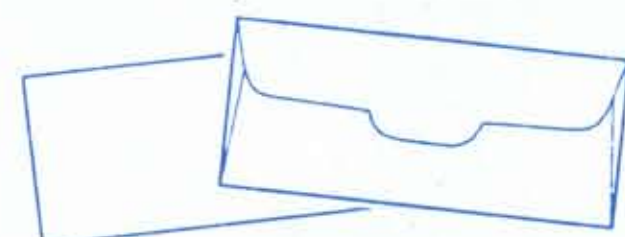
Commonly Known No.	Dimensions
10	4-1/8 x 9-1/2



Bank Drive-Up (Teller) Envelopes

Dozens of Universal Designs & Messages Stocked

Dimensions
3-1/4 x 7
3-3/4 x 7

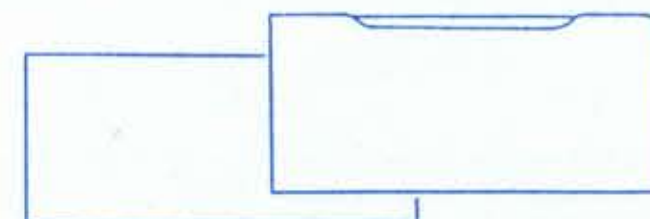


Teller Helper Envelopes	Dimensions
	3-3/8 x 7-1/8
	3-1/2 x 7



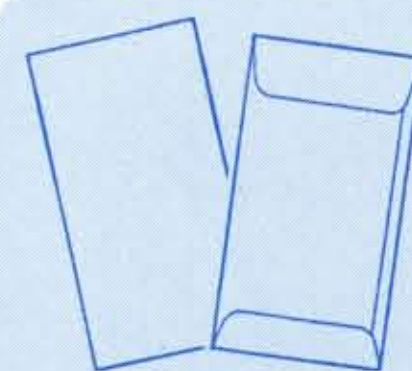
Bang Tail Envelopes

Dimensions
3-5/8 x 8-5/8
4 x 9-1/8



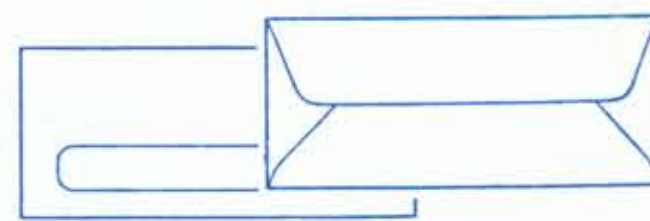
Reusable Envelopes

Dimensions
3-11/16 x 8-11/16



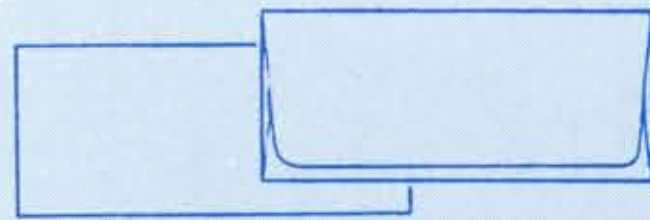
Coin Envelopes

Commonly Known No.	Dimensions
7	3-1/2 x 6-1/2



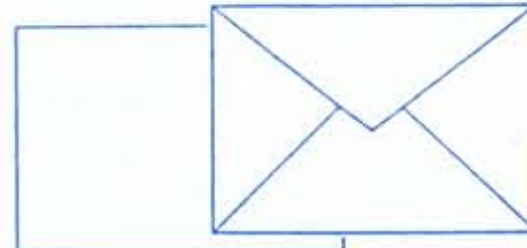
Wallet Flap

Commonly Known No.	Dimensions
9	3-7/8 x 8-7/8
10	4-1/8 x 9-1/2
10-1/2	4-1/2 x 9-1/2
11	4-1/2 x 10-3/8



Remittance Envelopes

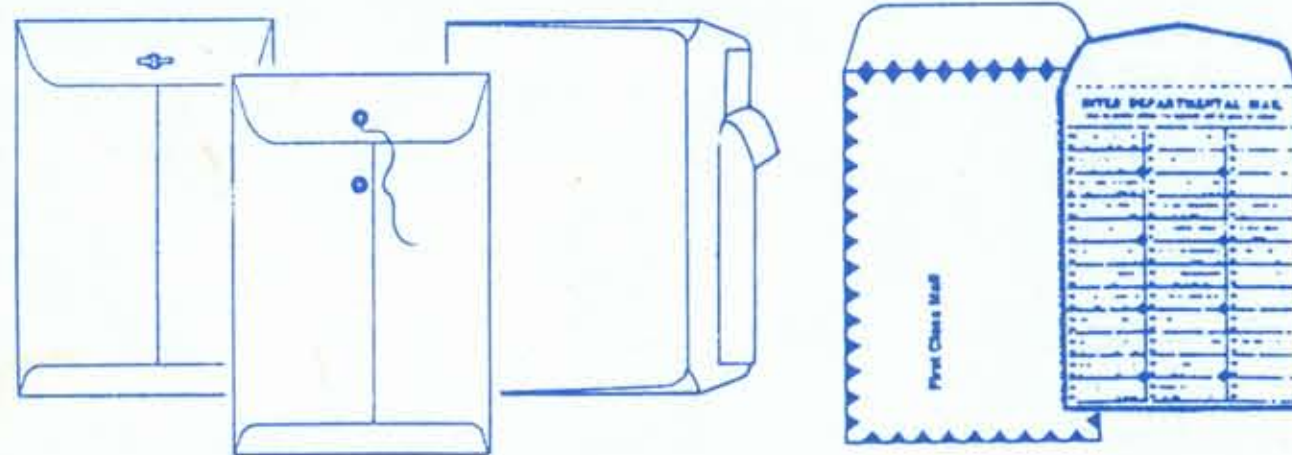
Commonly Known No.	Dimensions
6-1/4	3-1/2 x 6
6-3/4	3-5/8 x 6-1/2
9	3-7/8 x 8-7/8



Baronial Envelopes

Commonly Known No.	Dimensions
4 Baronial	3-5/8 x 5-1/8
5 Baronial	4-1/8 x 5-5/8

*Catalog & Booklet Envelopes are also available with clasp, latex seal, peel & seal or string & button, closures. First Class Green Diamond Border also available. Catalog envelopes are also available in an inter-office style which is hole punched & printed on both the face and back in black ink for name spaces.



A Few Words about Printing - Envelopes are printed with 1, 2, 3 or 4 colors, on one or two sides, in any PMS (Pantone Matching System) color, or with four color process from the four primary colors (yellow, magenta, cyan and black). All envelopes are lithography printed, which provides the highest quality reproduction image available with the tightest registration (how close the colors can be to each other without overlapping). Additionally, a process called thermography can be applied to lithography printing, which raises the print and provides a rich, glossy, thick look and feel. This process is commonly used on business cards. A type of printing called flexography may be used as an economical alternative to lithography when over 250,000 envelopes will be printed at one time and image quality is NOT of the utmost importance, but PRICE is.