

ENVELOPES

TIP! Envelopes for company stationery should be based on the letterhead and business card. Envelopes should include the company's logo and/or name and mailing address and preferably using the same fonts as the letterhead and business card. A #10 envelope size is designed so that a standard 8 1/2 x 11-inch piece of paper folded into three sections, can fit inside of it. They are ideal for sending out invoices, business letters, or checks. The #10 envelope is considered the main envelope, but other sizes commonly used are #9, Monarch and 6-3/4.

It is rare to include phone/fax numbers, website, and social media platforms. Some event driven envelopes could contain a tag line or graphic element as long as it doesn't cross into the non-printing area.

YOU'LL WANT TO ASK:

1. **Do you have a business card and LH to base the envelope on?**
2. **Do you have a logo?**
3. **Do you use certain fonts and colors?** Refer to font samples if needed.
4. **What is the Content?** Company Name, PO Box and/or Address.
5. **Does this envelope need a permit indicia for mailing?** Refer to tpc's Mail Permit sheet.
6. **What is your Budget?** Printing black or 1 Pantone color only is the most economical. Printing 2 colors will cost more. 3 colors or more will be more costly.
7. **Quantity?** If your customer foresees heavy usage of their standard #10 envelope, recommend printing a larger quantity. This will save them money per piece. If a company has multiple locations and has a 2-color or more envelope, a cost saver is to pre-print the base info and images on the press, then use this Shell stock to imprint the individual addresses/phone #s, etc. as needed.
8. **Professional Design Services:** Art time should be a minimum of 30 min for most envelopes. If logo design or recreation is needed, then time could be more. Ask the Art department to quote time.

HOW IS THE ENVELOPE PRODUCED? AS A RULE, MOST ENVELOPES ARE PRINTED ON THE 2-COLOR OFFSET ENVELOPE PRESS. Below are instances to print on the Envelope Press, Color Copier, or Ordered Out. All Pantone ink specified printing needs to be printed on an offset press.	Envelope Press	Copier	Order Out
1. 1-3 Colors If printing on the front and the back flap, envelopes can print with open flaps (opened manually by Production).	✓		
2. 4 color Large Quantity			✓
3. Small run orders Black or 4C- Quantity under 100* Envelopes that print on the Copier must have the flaps open (opened manually by Production). This allows the option of printing on the back flap at the same time as the front.		✓	
4. Extra large quantities (10,000+)			✓
5. Envelopes with Bleeds - Custom Converting			✓
6. Paper - Some specialty papers can only print on the press.	✓		
7. Quick turn-around		✓	

NOTE: For Repeat Orders it is recommended the envelope be printed on the same machine to get the same color/coverage results. Always include a Press Sample from a previous order for production to match.

* Other factors may determine whether an envelope will print on press or the copier. This will be at the discretion of production or purchasing.

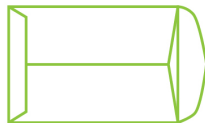
envelope size chart

COMMERCIAL



Name	Envelope Size	Insert Size
6-1/4	3.5 x 6	3.25 x 5.75
6-3/4	3.625 x 6.5	3.5 x 6.25
8-5/8	3.625 x 8.625	3.5 x 8.375
7	3.75 x 6.75	3.5 x 6.5
Monarch	3.875 x 7.5	3.75 x 7.25
9	3.875 x 8.875	3.75 x 8.675
9 (policy)	4 x 9	3.75 x 8.5
10	4.125 x 9.5	4 x 9.25
DL	4.313 x 8.625	4.125 x 8.375
11	4.5 x 10.375	4.25 x 10.125
12	4.75 x 11	4.5 x 10.75
14	5 x 11.5	4.75 x 11.25
16	6 x 12	5.75 x 11.75

CATALOG



Name	Envelope Size	Insert Size
1	6 x 9	5.75 x 8.75
1-3/4	6.5 x 9.5	6.25 x 9.25
3	7 x 10	6.75 x 9.5
6	7.5 x 10.5	7.25 x 10
8	8.25 x 11.25	8 x 10.75
9-3/4	8.75 x 11.25	8.5 x 10.75
10-1/2	9 x 12	8.75 x 11.5
14-1/4	10 x 15	9.75 x 14.5

BOOKLET



Name	Envelope Size	Insert Size
3	4.75 x 6.5	4.5 x 6
4-1/2	5.5 x 7.5	5.25 x 7
5	5.5 x 8.125	5.25 x 7.625
6	5.75 x 8.875	5.5 x 8.375
6-1/2	6 x 9	5.75 x 9
6-5/8	6 x 9.5	5.75 x 9
6-3/4	6.5 x 9.5	6.25 x 9
7-1/4	7 x 10	6.75 x 9.5
7-1/2	7.5 x 10.5	7.25 x 10
9	8.75 x 11.5	8.5 x 11
9-1/2	9 x 12	8.75 x 11.5
10	9.5 x 12.625	9.25 x 12.125
13	10 x 13	9.75 x 12.5

ANNOUNCEMENT



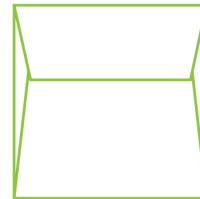
Name	Envelope Size	Insert Size
A1	3.625 x 5.125	3.475 x 4.875
A2	4.375 x 5.75	4.25 x 5.5
A6	4.75 x 6.5	4.625 x 6.25
A7	5.25 x 7.25	5 x 7
A8	5.5 x 8.125	5.25 x 7.75
A9	5.75 x 8.875	5.5 x 8.625
A10	6 x 9.5	5.875 x 9.25

BARONIAL



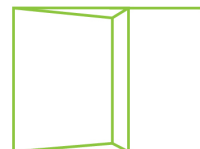
Name	Envelope Size	Insert Size
1 Bar	3.625 x 5.125	3.475 x 4.875
5 Bar	4.125 x 5.5	4 x 5.25
5-1/2 Bar	4.375 x 5.75	4.25 x 5.5
6 Bar	4.75 x 6.5	4.625 x 6.25
7 Bar	5.25 x 7.25	5.125 x 7
8 Bar	5.5 x 8.125	5.375 x 7.875
9 Bar	5.75 x 8.75	5.625 x 8.625
10 Bar	6 x 9.5	5.875 x 9.25

SQUARE



Name	Envelope Size	Insert Size
5	5 x 5	4.75 x 4.75
5-1/2	5.5 x 5.5	5.25 x 5.25
6	6 x 6	5.75 x 5.75
6-1/2	6.5 x 6.5	6.25 x 6.25
7	7 x 7	6.75 x 6.75
7-1/2	7.5 x 7.5	7.25 x 7.25
8	8 x 8	7.75 x 7.75
8-1/2	8.5 x 8.5	8.25 x 8.25
9	9 x 9	8.75 x 8.75
9-1/2	9.5 x 9.5	9.25 x 9.25
10	10 x 10	9.75 x 9.75
13-1/2	13.5 x 13.5	13.25 x 13.25

REMITTANCE



Name	Envelope Size	Insert Size
6-1/4	3.5 x 6	3.35 x 5.75
6-1/2	3.5 x 6.25	3.25 x 6
6-3/4	3.625 x 6.5	3.375 x 6.25
9	3.875 x 8.875	3.625 x 8.625

WINDOW ENVELOPES:

Be sure the addressing on the letter or enclosure falls within the the window envelope area (keep in mind the shifting of the encloser to be sure all info is maintained within the window area.)

CATALOG ENVELOPES:

Most will open from the left, but some instances customer will want the flap on the right.

BOOKLET ENVELOPES:

Flap is at the top of the envelope.

SQUARE ENVELOPES = Extra postage

REMITTANCE ENVELOPES:

Keep art out of glued area. Templates are available for accurate art placement.

PLACE ENTIRE RETURN
ADDRESS IN THE TOP 1/3
OF ENVELOPE.

DO NOT PLACE ART
IN THIS AREA.

USPS OCR Scanners of Addresses and Bar Codes are very sensitive. It's important that no art or text interferes with the reading of addresses and barcodes. See someone in art if your customer is wanting more than just a return address printed on their envelope.

BUSINESS REPLY ENVELOPE (BRE) is an envelope that is prepaid by, and preaddressed to, the mailer. Mailers pay an annual fee for a business reply permit.

			<div>NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES</div> 
<div>BUSINESS REPLY MAIL <small>FIRST-CLASS MAIL PERMIT NO. 252 CAPE GIRARDEAU, MO 63703-9987</small> POSTAGE WILL BE PAID BY ADDRESSEE</div>			
<p>MR JOHN SMITH MANUFACTURES ASSOCIATION 300 MAIN ST ALEXANDRIA VA 22314-9800</p>			
			



CHARACTER HEIGHT



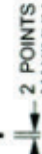
SPACING BETWEEN LINES

IB



CHARACTER SPACING

T



STROKE THICKNESS

RULE THICKNESS

RULE THICKNESS	(HAIRLINE)
1/2 POINT	
3/4 POINT	
1 POINT	
1 1/2 POINTS	
2 POINTS	
2 1/2 POINTS	
3 POINTS	
4 POINTS	

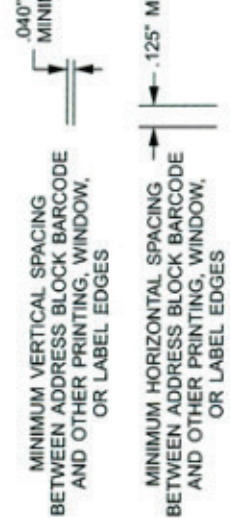
PLACE ENTIRE RETURN ADDRESS IN THE TOP 1/3 OF MAILPIECE

RETURN ADDRESS LOCATION



DELIVERY ADDRESS / WINDOW CLEARANCE

POSTNET DECODER
DPBC
ZIP+4
5-DIGIT



ADDRESS BLOCK BARCODE CLEARANCE

ENTIRE DELIVERY ADDRESS WITHIN OCR READ AREA

OCR READ AREA

FIRST BAR OF 5-DIGIT BARCODE MUST BE WITHIN GRID AREA

ALLOWABLE DISTANCE BETWEEN RIGHTMOST BARCODE & RIGHT EDGE OF ENVELOPE

NO PRINTING EXCEPT BARCODE IN THIS AREA

ALIGN WITH LEFT BOTTOM CORNER OF MAILPIECE TO CHECK ADDRESS BLOCK LOCATION

5/8" MIN.

BARCODE BASELINE (PREFERRED)

1/4"

BARCODE FULLY WITHIN SHADED AREA

ALIGN WITH RIGHT BOTTOM CORNER OF MAILPIECE TO CHECK BARCODE AND ADDRESS BLOCK LOCATIONS

MINIMUM LENGTH 5"
MAXIMUM LENGTH FOR POSTCARD RATE 6"

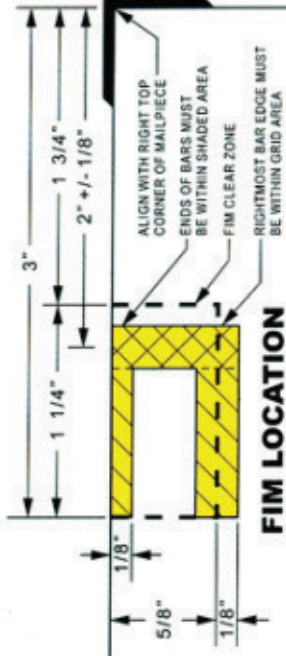
MAXIMUM LENGTH 11 1/2"

3/16"

7/16"



USE THIS TEMPLATE WITH PUBLICATION 25, DESIGNING LETTER MAIL, AND THE DOMESTIC MAIL MANUAL WHEN DESIGNING CARD-SIZE AND LETTER-SIZE MAIL FOR AUTOMATED PROCESSING.



FIM LOCATION



FIM PITCH GUIDE

MAXIMUM SKEW

DOTS INDICATE BAR POSITION FOR EACH FIM TYPE

D-1010706 REV G

NOTICE 67 © USPS SEPTEMBER 2000

IF IN DOUBT - SEE SOMEONE IN ART TO CHECK IF YOUR ENVELOPE IS MAILING-FRIENDLY.