

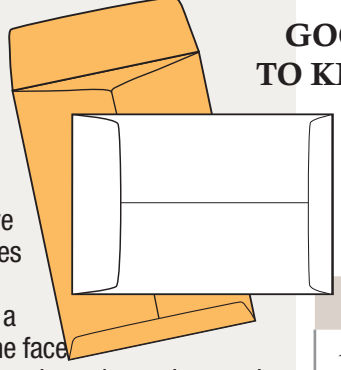
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CATALOG ENVELOPE SIZES



GOOD TO KNOW

Catalog envelopes have a square flap that closes on the short edge and sometimes come with a full-view window on the face. The chart below lists envelope size and approximate maximum insert size. Your actual maximum dimension for inserts will depend on the thickness of your finished piece(s)—determined by paper weight and number of pages.

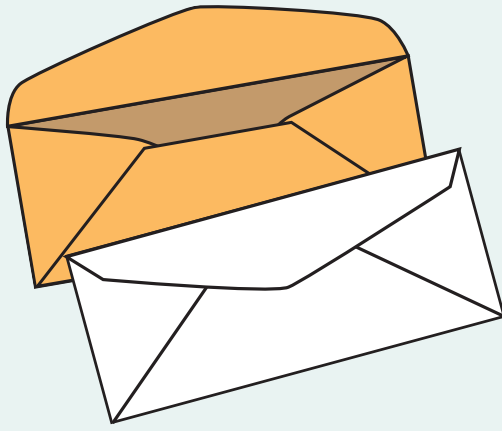
| Catalog Envelope | Envelope Size | Max Insert Size |
|------------------|----------------|-----------------|
| #1 | 6 x 9" | 5.75 x 8.75" |
| #1-3/4 | 6.5 x 9.5" | 6.25 x 9.25" |
| #2 | 6.5 x 10" | 6.25 x 9.75" |
| #3 | 7 x 10" | 6.75 x 9.75" |
| #6 | 7.5 x 10.5" | 7.25 x 10.25" |
| #7 | 8 x 11" | 7.75 x 10.75" |
| #8 | 8.25 x 11.25" | 8 x 11" |
| #9 Policy | 4 x 9" | 3.75 x 8.75" |
| #9-1/2 | 8.5 x 10.5" | 8.25 x 10.25" |
| #9-3/4 | 8.75 x 11.25" | 8.5 x 11" |
| #10 Policy | 4.125 x 9.5" | 3.875 x 9.25" |
| #10-1/2 | 9 x 12" | 8.75 x 11.75" |
| #11 Policy | 4.5 x 10.365" | 4.25 x 10.125" |
| #12 Policy | 4.75 x 10.875" | 4.5 x 10.625" |
| #12-1/2 | 9.5 x 12.5" | 9.25 x 12.25" |
| #13-1/2 | 10 x 13" | 9.75 x 12.75" |
| #14 | 5 x 11.5" | 4.75 x 11.25" |
| #14-1/4 | 11.25 x 14.25" | 11 x 14" |
| #14-1/2 | 11.5 x 14.5" | 11.25 x 14.25" |
| #15 | 10 x 15" | 9.75 x 14.5" |
| #15-1/2 | 12 x 15.5" | 11.75 x 15.25" |

FEBRUARY 2009

Good to Know: Catalog Envelope Sizes

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | | | | | |

GOOD TO KNOW



COMMERCIAL ENVELOPE SIZES

Commercial envelopes have a triangular flap that closes on the long edge. The chart below lists envelope size and approximate maximum insert size. Your actual maximum dimension for inserts will depend on the thickness of your finished piece(s)—determined by paper weight and number of pages.

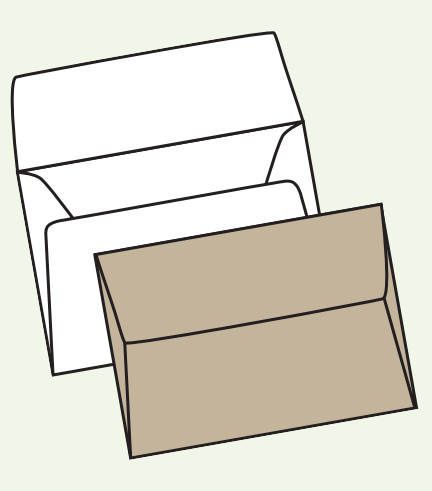
| Commercial Envelope | Envelope Size | Max Insert Size |
|---------------------|----------------|-----------------|
| 6-1/4 | 3.5 x 6" | 3.25 x 5.75" |
| 6-3/4 | 3.625 x 6.5" | 3.375 x 6.25" |
| 7 | 3.75 x 6.75" | 3.5 x 6.5" |
| 7-3/4 | 3.875 x 7.5" | 3.625 x 7.25" |
| 8-5/8 (Check) | 3.625 x 8.625" | 3.375 x 8.375" |
| 9 | 3.875 x 8.875" | 3.625 x 8.625" |
| 10 | 4.125 x 9.5" | 3.875 x 9.25" |
| 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" |

MARCH 2009

Good to Know: Commercial Envelope Sizes

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

GOOD TO KNOW



ANNOUNCEMENT ENVELOPE SIZES

Announcement envelopes have a square flap that closes on the long edge. The chart below lists envelope size and approximate maximum insert size. Your actual maximum dimension for inserts will depend on the thickness of your finished piece(s)—determined by paper weight and number of pages.

| Announcement Envelope | Envelope Size | Max Insert Size |
|-----------------------|---------------|-----------------|
| A-2 | 4.375 x 5.75" | 4.125 x 5.5" |
| A-6 | 4.75 x 6.5" | 4.5 x 6.25" |
| A-7 | 5.25 x 7.25" | 5 x 7" |
| A-8 | 5.5 x 8.125" | 5.25 x 7.875" |
| A-10 | 6 x 9.5" | 5.75 x 9.25" |

APRIL 2009

Good to Know: Announcement Envelope Sizes

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |