

Atkins Printing Service • Envelope Chart

Commercial & Official Sizes



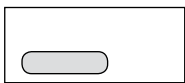
COMMERCIAL/OFFICIAL

$$\#6 \frac{1}{4} = 3\frac{1}{2} \times 6$$

$$\#6 \frac{3}{4} = 3\frac{5}{8} \times 6\frac{1}{2}$$

$$\#7 = 3\frac{3}{4} \times 6\frac{3}{4}$$

$$\#7\frac{3}{4} = 3\frac{7}{8} \times 7\frac{1}{2}$$



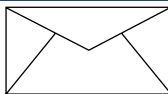
WINDOW

$$\text{Monarch} = 3\frac{7}{8} \times 7\frac{1}{2}$$

$$\#8\frac{5}{8} = 3\frac{5}{8} \times 8\frac{5}{8}$$

$$\text{Check} = 3\frac{5}{8} \times 8\frac{5}{8}$$

$$\#9 = 3\frac{7}{8} \times 8\frac{7}{8}$$



MONARCH

$$\#10 = 4\frac{1}{8} \times 9\frac{1}{2}$$

$$\#11 = 4\frac{1}{2} \times 10\frac{3}{8}$$

$$\#12 = 4\frac{3}{4} \times 11$$

$$\#13 = 5 \times 11\frac{1}{2}$$

Catalog & Booklet

Catalog (open end)

$$4\frac{5}{8} \times 6\frac{3}{4}$$

$$5 \times 7\frac{1}{2}$$

$$5\frac{1}{2} \times 7\frac{1}{2}$$

$$5\frac{1}{2} \times 8\frac{1}{4}$$

$$6 \times 9$$

$$6\frac{1}{2} \times 9\frac{1}{2}$$

$$7 \times 10$$

$$7\frac{1}{2} \times 10\frac{1}{2}$$

$$8\frac{3}{4} \times 11\frac{1}{4}$$

$$9 \times 12$$

$$9\frac{1}{2} \times 12\frac{1}{2}$$

$$10 \times 13$$

$$11\frac{1}{2} \times 14\frac{1}{2}$$

$$12 \times 15\frac{1}{2}$$

Booklet (open side)

$$5\frac{1}{2} \times 8\frac{1}{8}$$

$$5\frac{3}{4} \times 8\frac{7}{8}$$

$$6 \times 9$$

$$6 \times 9\frac{1}{2}$$

$$6\frac{1}{2} \times 9\frac{1}{2}$$

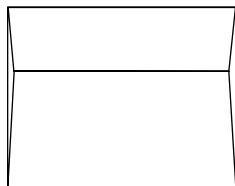
$$7\frac{1}{2} \times 10\frac{1}{2}$$

$$8\frac{3}{4} \times 11\frac{1}{2}$$

$$9 \times 12$$

$$9\frac{1}{2} \times 12\frac{5}{8}$$

$$10 \times 13$$



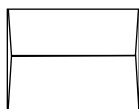
Pointed Flap (Baronial)

$$4 \sim \text{York} \quad 3\frac{5}{8} \times 5\frac{1}{8}$$

$$5\frac{1}{2} \sim \text{Dagmar} \quad 4\frac{3}{8} \times 5\frac{3}{4}$$

$$6 \sim \text{Norwood} \quad 4\frac{3}{4} \times 6\frac{1}{2}$$

$$\text{Lee} \quad 5\frac{1}{4} \times 7\frac{1}{4}$$



Square Flap

$$\text{A2} \sim 4\frac{3}{8} \times 5\frac{3}{4}$$

$$\text{A6} \sim 4\frac{3}{4} \times 6\frac{1}{2}$$

$$\text{A8} \sim 5\frac{1}{2} \times 8\frac{1}{8}$$

$$\text{A10} \sim 6 \times 9\frac{1}{2}$$

$$\text{Slimline} \sim 5\frac{1}{2} \times 8\frac{1}{8}$$

Envelope Paper Styles ~ Bond, White Wove, Colored Wove, Manila, Booklet Envelopes, Clasp, String & Button and Open Ends.
(regular or self seal)

Things to keep in mind.

1. Size and content of the material
2. How the postage is to be paid.

3. How is it to be mailed.
4. Is a reply needed?

