

choosing the right envelope by...

size

As a helpful guide there are size symbols to aid you in finding the correct size in the following pages.



C4 size 324x229mm
(12 $\frac{3}{4}$ "x9") envelopes hold an A4 sheet unfolded



C5 size 229x162mm
(9"x6 $\frac{3}{8}$ ") envelopes hold an A4 sheet folded once or an A5 sheet unfolded



C6 size 114x162mm
(4 $\frac{1}{2}$ "x6 $\frac{3}{8}$ ") envelopes hold an A4 sheet folded twice or an A5 sheet folded once



DL size 110x220mm
(4 $\frac{1}{2}$ "x8 $\frac{3}{8}$ ") envelopes hold an A4 sheet folded twice or an A5 sheet folded once

quality of paper

We offer a wide choice of envelopes in various weights of material and finishes. This allows you to choose the right product for your needs.

Professional Range

These are high quality envelopes that offer the very best in paper quality and finish, and will help your business deliver the right impression.

Environmental Range

For the more environmentally conscious, these products have environmental accreditation.

General Office Range

A more basic offering in terms of quality of paper.

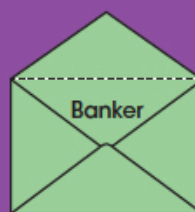
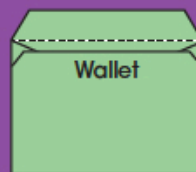
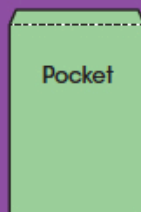
colour

Generally this is a simple choice of white or manilla. However, other colours are available in the prestige range.

White

Manilla

style



Window

Non-window

pack size

A wide choice of sizes, ranging from 25 to 1,000 per box.

seal

Gummed (Gum)

Moisten adhesive flap and press to seal.

Self Seal (S/S)

Simply fold flap against back of envelope and press to seal.

Peel & Seal (P&S)

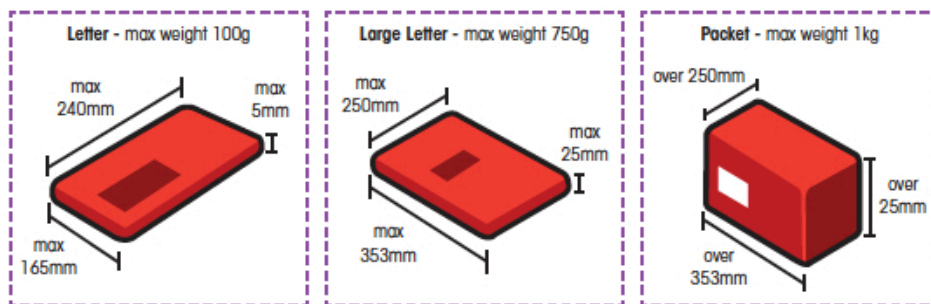
Remove strip to reveal adhesive and press against the back of the envelope to seal.

Metric-Imperial Conversion Table

Metric (mm)	Imperial	Metric (mm)	Imperial
98x67	3 $\frac{7}{8}$ "x2 $\frac{5}{8}$ "	353x229	14"x9"
292x241	11 $\frac{1}{2}$ "x9 $\frac{1}{2}$ "	229x102	9"x4"
102x76	4"x3"	381x254	15"x10"
305x127	12"x5"	229x162 C5	9"x6 $\frac{3}{8}$ "
110x220 DL	4 $\frac{1}{2}$ "x8 $\frac{3}{8}$ "	381x152	15"x6"
305x250	12"x10"	235x121	9"x4 $\frac{3}{8}$ "
114x162 C6	4 $\frac{1}{2}$ "x6 $\frac{3}{8}$ "	394x318	15 $\frac{1}{2}$ "x12 $\frac{1}{2}$ "
318x267	12 $\frac{1}{2}$ "x10 $\frac{1}{2}$ "	240x165	9 $\frac{1}{2}$ "x6 $\frac{1}{2}$ "
124x89	4 $\frac{7}{8}$ "x3 $\frac{1}{2}$ "	406x305	16"x12"
324x229 C4	12 $\frac{3}{4}$ "x9"	241x178	9 $\frac{1}{2}$ "x7"
152x102	6"x4"	444x368	17 $\frac{1}{2}$ "x14 $\frac{1}{2}$ "
330x279	13"x11"	254x178	10"x7"
190x127	7 $\frac{1}{2}$ "x5"	457x324 C3	18"x12 $\frac{3}{8}$ "
350x248	13 $\frac{3}{8}$ "x9 $\frac{3}{8}$ "	270x216	10 $\frac{1}{2}$ "x8 $\frac{1}{2}$ "
190x140	7 $\frac{1}{2}$ "x5 $\frac{1}{2}$ "		

Pricing in Proportion

Pricing in Proportion (PIP) is Royal Mail's postage pricing structure for the UK market. The criteria for pricing rather than weight alone are a combination of size and weight and volume. There are three categories of mail:



For more information visit: www.royalmail.com/zip

Guide to Symbols



Products carrying the FSC label are independently certified to assure consumers that they come from forests that are managed to meet the social, economic and ecological needs of present and future generations. For more information visit www.fsc.org



PEFC is the world's largest certification organisation representing over 220 million hectares of certified forests. Products carrying the PEFC logo are independently certified and can demonstrate their commitment to sustainable development and corporate social responsibility.



The Paper by Nature certificate guarantees the low environmental impact, from raw materials selection to the finished product. Visit www.paperbynature.com



Peel & Seal envelopes with **POWER-TAC** adhesive for an exceptionally strong seal.



Easy Open envelopes feature a built-in tear strip allowing the recipient to open the envelope quickly and easily without damaging contents or compromising security.