Product Information...
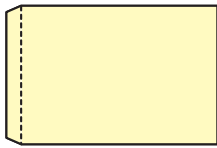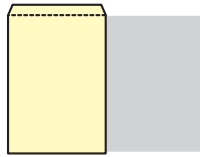
Envelopes - choosing what's right for you

Envelopes carry your company's image as well as your letters and documents, so choosing what's right for you and your company is vital. Choose from the selection below, selecting a size and style to suit your individual needs.
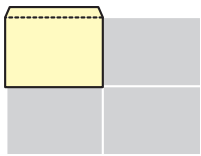
Envelope Sizes

The most popular sizes of envelope (C5, C4 and DL) are clearly indicated in the product tables by a blue tint.
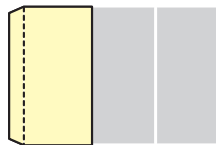
C4 size 324x229mm
(12¾"x9") envelopes hold an A4 sheet unfolded

C5 size 229x162mm
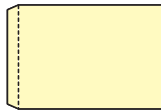(9"x6⅜") envelopes hold an A4 sheet folded once or an A5 sheet unfolded

C6 size 114x162mm
(4½"x6⅜") envelopes hold an A4 sheet folded twice or an A5 sheet folded once

DL size 110x220mm
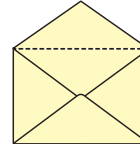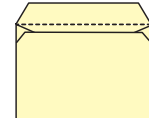(4¼"x8⅝") envelopes hold an A4 sheet folded twice or an A5 sheet folded once

Envelope Styles

Pocket   **Banker**   **Wallet**
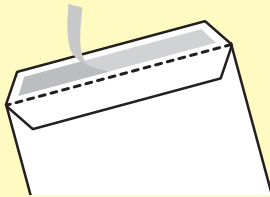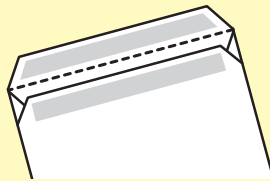
Envelope Size Conversion Table

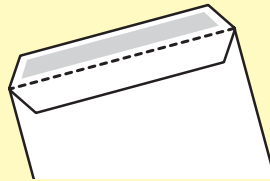| Size Metric (mm)	Size: Imperial		Size Metric (mm)	Size: Imperial	
98x67		3⅚"x2⅔"	292x241		11½"x9½"
102x76		4"x3"	305x127		12"x5"
110x220	DL	4⅓"x8⅔"	305x254		12"x10"
114x162	C6	4½"x6⅜"	318x267		12½"x10½"
124x89		4⅞"x3½"	324x229	C4	12¾"x9"
152x102		6"x4"	330x279		13"x11"
190x127		7½"x5"	356x229		14"x9"
190x140		7½"x5½"	356x133		14"x5¼"
229x102		9"x4"	381x254		15"x10"
229x162	C5	9"x6⅜"	381x152		15"x6"
235x121		9¼"x4¾"	394x318		15½"x12½"
241x165		9½"x6½"	406x305		16"x12"
241x178		9½"x7"	444x368		17½"x14½"
254x178		10"x7"	457x324	C3	18"x12¾"
270x216		10⅝"x8½"			

Sealing Options

Peel & Seal (P&S)
The speedy way to seal envelopes. Simply peel away the release tape from the envelope flap to reveal a thick layer of adhesive which seals instantly with a strong bond. Seal strength does not weaken with age.

Press Seal (PS)
Press the two layers of adhesive (one on each flap) together to form an instantly strong bond. Seal strength weakens after a six month period.
For peace of mind security slits are often added to clearly identify whether an envelope has been opened.
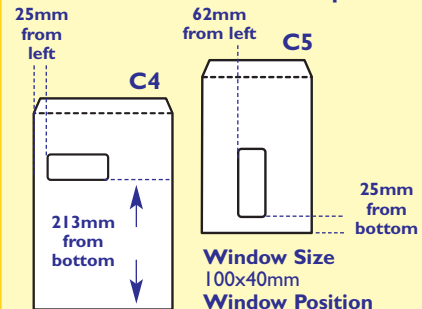
Gummed Seal (G)
Moisten the layer of adhesive along the envelope flap and close.

Twin Gummed (TG)
Double the amount of adhesive for a stronger seal.

Window Position Examples

C4
25mm from left
213mm from bottom

Window Size
40x100mm
Window Position
Parallel to flap 25mm from left-hand side, 213mm from bottom

C5
62mm from left
25mm from bottom

Window Size
100x40mm
Window Position
62mm from left-hand side, 25mm from bottom

All window position measurements are expressed looking at the envelope with flap at the top.

BRAND	PAPER TYPE & WEIGHT	RECYCLED CONTENT	SEALING OPTIONS	SUITABILITY & SUGGESTED USE	PAGE NO.
Plus Fabric Prestige	White 110-120gsm	No	Gummed, Press Seal Peel & Seal	Letterhead correspondence, prestigious mailings	375
New Guardian Heavyweight	Manilla 125gsm	No	Twin Gummed Press Seal, Peel & Seal	Heavy important mailings, prestigious mailings of bulky items, booklets	376
5 Star™	White 100gsm	No	Peel & Seal	Letterhead correspondence, prestigious mailings	377
5 Star™	White 80-90gsm	No	Gummed Press Seal	General mailing of 1-3 sheets	377
5 Star™	Manilla 80-115gsm	Yes	Gummed Press Seal	General mailings	377
New Guardian Mediumweight	Manilla 90gsm	No	Gummed Press Seal	Mailings of 3-15 sheets	378
Plus Fabric Lightweight	White 80-90gsm	Yes	Press Seal	General mailing of 1-3 sheets	378
New Guardian Lightweight	Manilla 80gsm	Yes	Gummed Press Seal	Bills, receipts, basic mailings of 1-3 sheets	378

All envelopes are compatible with Litho, Inkjet and Bubble Jet printers. Only non-Press Seal envelopes are compatible with Laser printers.
The heat process in laser printing is not suitable for press seal latex gum.