

YOUR NAME HERE

CUSTOM ENVELOPES

Business Envelopes • Custom Window Envelopes
Catalog & Booklet Envelopes • Remittance Envelopes
Deposit & Coin Envelopes • Teller Helper Envelopes
Statement Envelopes • 4-Color Process Printing
Financial Envelope Experts • Full Service Envelope Converting

HOW TO ORDER

1 Choose Size, Style and Paper Stock

2 Choose Ink Colors

Standard ink colors (the 5 inks shown on this page) are available when you order by our ink name (e.g., Red). Additional ink colors are available, although additional charges may apply.

Color matches are available for an additional charge.

Sample match available. Additional charges may apply.

Paper Stock Choice Affects Ink Color

Ink density and shade will vary widely depending on stock and stock color. (See page 9 for available paper stocks.)

3 Selecting Your Typestyle

- Specify your own or choose one from this page.
- Match type from your sample. If an exact match is required, please request a proof.
- Typesetting available, contact your sales associate for details.
- Ask us to "set best way."

4 Choose a quantity.

5 Standard Ink Colors



Additional Ink Colors (additional charges may apply)



Contact your sales associate for a full selection of colors

The colors shown here are not exact color matches, but are close representations of the actual ink colors.

12 Font Styles

Avant Garde Book
Avant Garde Book *Italic*
Avant Garde Bold
Avant Garde Bold *Italic*

COPPERPLATE MEDIUM
COPPERPLATE BOLD
COPPERPLATE MEDIUM CONDENSED
COPPERPLATE BOLD CONDENSED

Cooper Black
Cooper Black *Italic*

Eurostile Regular
Eurostile Bold
Eurostile Extended
Regular
Eurostile Extended Bold

Futura Medium
Futura Medium *Italic*
Futura Demi
Futura Bold

Garamond Book
Garamond Book Italic
Garamond Bold
Garamond Bold *Italic*

Helvetica Regular
Helvetica Italic
Helvetica Bold
Helvetica Bold *Italic*

Helvetica Condensed Regular
Helvetica Condensed Italic
Helvetica Condensed Bold
Helvetica Condensed Bold *Italic*

Impress

Optima Regular
Optima Italic
Optima Bold
Optima Bold *Italic*

Souvenir Medium
Souvenir Medium Italic
Souvenir Bold
Souvenir Bold *Italic*

Times Roman
Times Italic
Times Bold
Times Bold *Italic*

Zapf Chancery Roman
Zapf Chancery Italic
Zapf Chancery Demi Bold
Zapf Chancery Bold

Business Envelopes

Standard business envelope sizes are available in regular and standard windows and feature gummed flaps. 48 hour delivery is available on select items.



Size	Width & Length
#6-3/4	3-5/8" x 6-1/2"
#7	3-3/4" x 6-3/4"
#7-3/4	3-7/8" x 7-1/2"
#8-5/8	3-5/8" x 8-5/8"
#9	3-7/8" x 8-7/8"
#10	4-1/8" x 9-1/2"
#11	4-1/2" x 10-3/8"
#12	4-3/4" x 11"
#14	5" x 11-1/2"

The above envelopes are available in Regular and Standard Window in quantities of 500 to 100,000.

Custom Window Envelopes

- Over 200 custom window dies to choose from (see page 10 for details)
- Available in tinted or untinted
- #9 and #10 available in 6 working days
(24 lb. White Wove)
- #7-3/4 and # 8-5/8 available in 9 working days
(24 lb. White Wove)

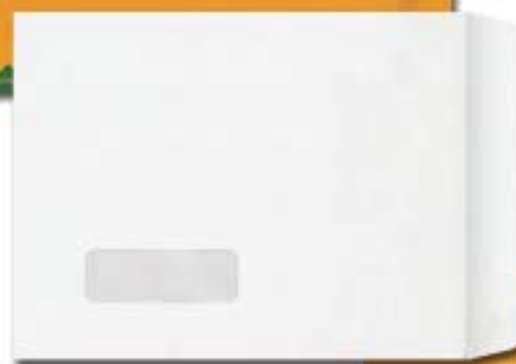
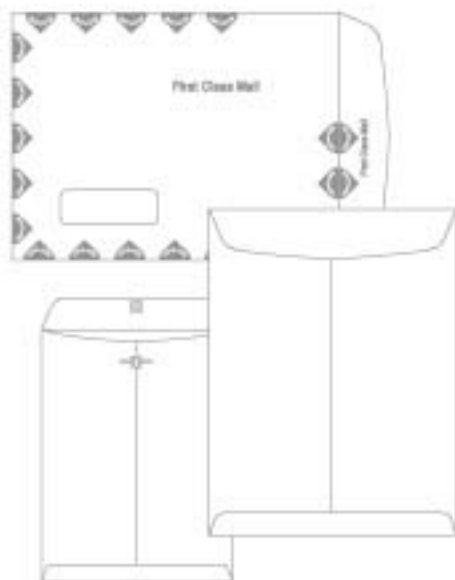


Custom Window Envelopes available in quantities of 1000 to 100,000 on the following sizes:

Size	Style	Width & Length
#6-3/4	Custom Window	3-5/8" x 6-1/2"
#7	Custom Window	3-3/4" x 6-3/4"
#7-3/4	Custom Window	3-7/8" x 7-1/2"
#8-5/8	Custom Window	3-5/8" x 8-5/8"
#9	Custom Window	3-7/8" x 8-7/8"
#10	Custom Window	4-1/8" x 9-1/2"
#11	Custom Window	4-1/2" x 10-3/8"
#12	Custom Window	4-3/4" x 11"
#14	Custom Window	5" x 11-1/2"

Catalog—Standard Open End Envelopes

- Available in white wove and brown kraft.
- First Class border available in 10 stock sizes.
- Standard gum, Zip Stick, latex seal or clasp.



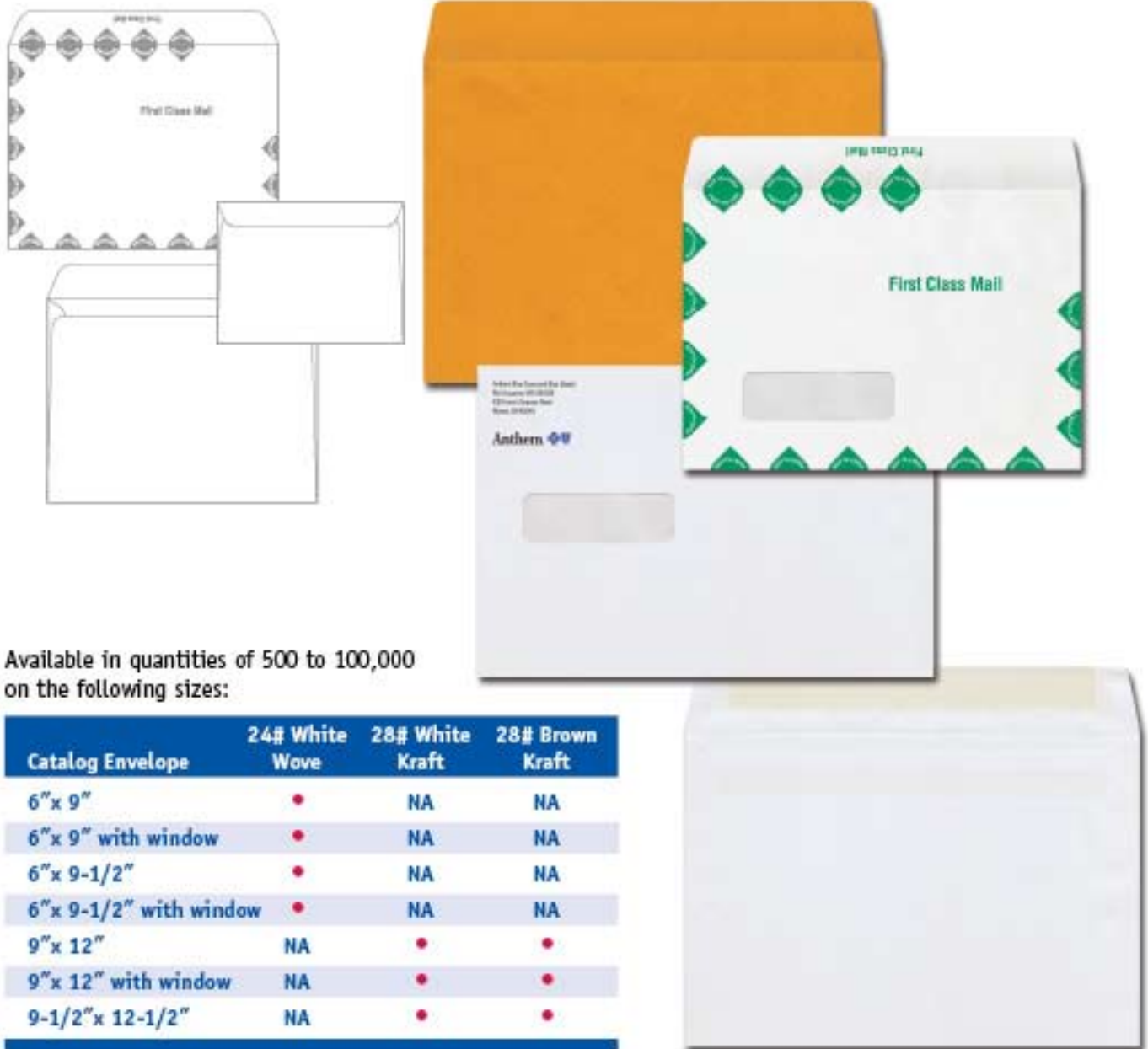
Available in quantities of 500 to 100,000 on the following sizes:

Catalog Size	28# White Wove	28# Brown Kraft
6" x 9"	•	•
6-1/2" x 9-1/2"	•	•
7-1/2" x 10-1/2"	•	•
8-3/4" x 11-1/2"	•	•
8-3/4" x 11-1/2" with window	•	•
9" x 12"	•	•
9" x 12" with window	•	•
9-1/2" x 12-1/2"	•	•
10" x 13"	•	•
10" x 13" with window	•	•
10" x 15"	•	•
11-1/2" x 14-1/2"	NA	•
12" x 15-1/2"	NA	•

Windows available in horizontal or vertical format.

Booklet—Standard Open Side Envelopes

- Open on the long side for easy insertion.
- Available in white wove and brown kraft.
- First Class border available in 8 stock sizes.
- Standard gum, Zip Stick, or latex seal.



Available in quantities of 500 to 100,000 on the following sizes:

Catalog Envelope	24# White Wove	28# White Kraft	28# Brown Kraft
6" x 9"	•	NA	NA
6" x 9" with window	•	NA	NA
6" x 9-1/2"	•	NA	NA
6" x 9-1/2" with window	•	NA	NA
9" x 12"	NA	•	•
9" x 12" with window	NA	•	•
9-1/2" x 12-1/2"	NA	•	•

Windows available in horizontal or vertical format.

Remittance Envelopes

Combination statement and return envelope, available in three sizes. Ideal for mail order or general remittance applications

Available in quantities of 1000 to 100,000

Remittance Envelope Size
#6-1/4 - No perf, no tint
#6-3/4 - perf, tinted
#6-3/4 - No perf, no tint
#9 - No perf, no tint



Financial Envelopes

Deposit Envelopes (3hole)

Available in quantities of 1000 to 100,000

Deposit Envelope Size
#9 - 3-7/8" x 8-7/8"
#10 - 4-1/8" x 9-1/2"



Coin Envelopes

Coin envelopes are ideal for small parts, samples, seeds, enclosures, loose coins, and payroll applications. Flaps are deep gummed for a secure seal.

Available in quantities of 1000 to 100,000

Coin Envelope Size
#7 Coin - 3-1/2" x 6-1/2"



Financial Envelopes

Customer Teller Helper

Inform your customers, cross-sell your financial services and create a full service image for your institution – every time a customer drives up to the bank.

Available in quantities of 1000 to 100,000

Custom Teller Helper

3-1/8" x 7" Open End Double-Pocket

3-7/8" x 7" Open End Double-Pocket

3-1/8" x 7-1/8" Open side

3-3/8" x 7-1/8" Open side

3-1/2" x 6-1/2" Coin



Teller Helper Ready-to-Print Designs

We have hundreds of ready-to-print designs ready for you to choose from (to see available artwork, please ask your sales associate for the Teller Helper Catalog). Since these are ready-to-print and not on the shelf, it is easy to add your financial institution's name and other information in your choice of ink colors, or provide your own camera ready color separations.



3-1/8" x 7"
Open End



3-7/8" x 7"
Open End



3-1/8" x 7-1/8"
Open Side



3-3/8" x 7-1/8"
Open Side



3-1/2" x 6-1/2"
Coin

Financial Envelopes

Statement Envelopes

Print your patterned logo inside to increase your brand exposure or, a special message that thanks your customers for doing business with you.

Available in quantities from 1000 to 100,000

Statement Envelopes

#10 Wallet 4-1/8" x 9-1/2"

#10-1/2" Wallet 4-1/2" x 9-1/2"

#11 Wallet 4-1/2" x 10-3/8"

6" x 9" Booklet - Check Imaging Envelope

6" x 9-1/2" Booklet - Check Imaging Envelope

9" x 12" Open End - Check Imaging Envelope

8-3/4" x 11-1/2" Open End - Check Imaging Envelope



Money Saving Hint

If increasing postage costs are negatively impacting your business, you might want to consider changing the size of the envelope! Simply substituting a 6" x 9" booklet envelope with side seams for that costly 9" x 12" or 10" x 13" envelope could qualify your mailpiece for letter rates and a significant savings.

Be sure to ask your sales representative for more money saving tips.

Standard Business Envelope Sizes

The template to the right illustrates the most popular **standard sizes** in business envelopes.

Special sizes, whether regular or window, printed or unprinted require special production time. See your sales associate for price quotations, delivery and order minimums.

Paper Stocks Available

- 20 lb. Colored Wove
 - Blue
- 24 lb. Colored Wove
 - Blue – Canary – Gray
 - Green – Ivory – Pink
- 24 lb. White Wove
- 24 lb. Brown Kraft
- 24 lb. Classic® Crest and Classic® Linen
 - Avon Brilliant White – Natural White
- 24 lb. Classic® Laid Writing Imaging Finish
 - Avon Brilliant White – Baronial Ivory
- 24 lb. Hammermill Bond White
- 24 lb. Hammermill Via
- 24 lb. Strathmore Writing Bright White Wove Finish
- 28 lb. Brown
- 28 lb. White

See your sales associate for additional paper stocks.

No. 11 4-1/2" x 10-3/8"

No. 10 4-1/8" x 9-1/2"

No. 9 3-7/8" x 8-7/8"

No. 8-5/8 3-5/8" x 8-5/8"

No. 7-3/4 3-7/8" x 7-1/2"

No. 7 3-3/4" x 6-3/4"

No. 6-3/4 3-5/8" x 6-1/2"

No. 10-1/2 4-1/2" x 9-1/2"

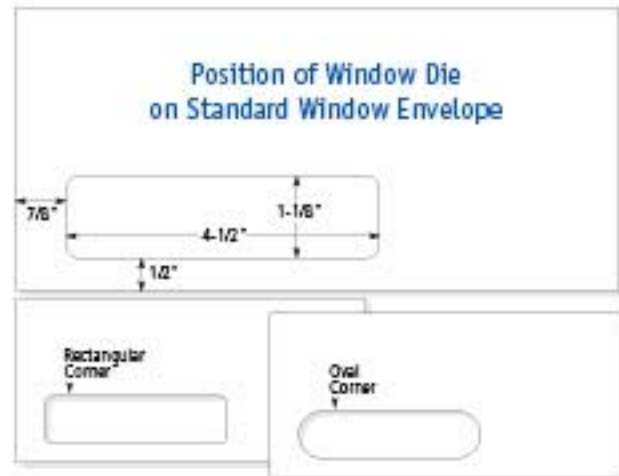
First Dimension = Height
Second Dimension = Length

Example: The No. 10 Envelope, the height is 4-1/8" and the length is 9-1/2"

Special Production Notes

Standard Window

The standard window dimension for all standard size envelopes, except for #8-5/8, is 1-1/8" x 4-1/2" with rectangular corners, positioned 7/8" from the left and 1/2" from the bottom. On #8-5/8 only, the standard window is 1-1/16" x 4" oval corners, located 1" from the left and 3/4" from the bottom.



Custom Windows

Any variation from the above described standard window whatsoever, in the height, length or position results in a custom window. A margin of 3/8" is required between any edge of a window and any edge of the envelope except for envelope size #11 or larger which requires 1/2" margin.

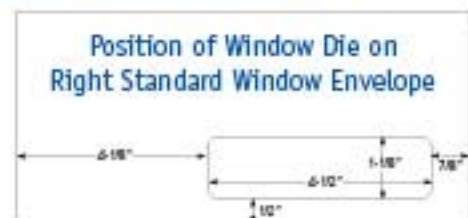
1/2" x 2-5/8"	7/8" x 3-1/4"	1" x 3-1/8"	1-1/16" x 3-5/16"	1-1/8" x 4-1/4"	1-1/4" x 4-1/2"
1/2" x 3"	7/8" x 3-1/2"	1" x 3-1/4"	1-1/16" x 3-3/8"	1-1/8" x 4-1/2"	1-1/4" x 4-3/4"
5/8" x 2-7/8"	7/8" x 3-3/4"	1" x 3-3/8"	1-1/16" x 4"	1-1/8" x 4-3/4"	1-5/16" x 3-1/4"
5/8" x 3-3/8"	7/8" x 3-7/8"	1" x 3-1/2"	1-1/8" x 2-7/8"	1-3/16" x 3-3/4"	1-3/8" x 3-1/2"
3/4" x 2-3/4"	7/8" x 4"	1" x 3-5/8"	1-1/8" x 3"	1-3/16" x 4"	1-3/8" x 3-3/4"
3/4" x 3-1/4"	7/8" x 4-1/8"	1" x 3-3/4"	1-1/8" x 3-1/4"	1-1/4" x 3"	1-3/8" x 4"
3/4" x 3-1/2"	15/16" x 3-1/2"	1" x 3-7/8"	1-1/8" x 3-1/2"	1-1/4" x 3-1/4"	1-3/8" x 4-1/4"
3/4" x 3-3/4"	1" x 2-3/8"	1" x 4"	1-1/8" x 3-5/8"	1-1/4" x 3-3/8"	1-3/8" x 4-1/2"
3/4" x 4"	1" x 2-1/2"	1" x 4-1/16"	1-1/8" x 3-3/4"	1-1/4" x 3-1/2"	1-1/2" x 3-1/4"
13/16" x 4"	1" x 2-3/4"	1" x 4-1/8"	1-1/8" x 3-7/8"	1-1/4" x 3-3/4"	1-1/2" x 4"
7/8" x 2-9/16"	1" x 2-7/8"	1" x 4-1/2"	1-1/8" x 4"	1-1/4" x 4"	1-1/2" x 4-1/2"
7/8" x 3"	1" x 3"	1-1/16" x 3"	1-1/8" x 4-1/8"	1-1/4" x 4-1/4"	

* Available with rectangular and oval corners.

** Oversized - These dies require an additional upcharge.

#10 Right Standard Window

Window size is 1-1/8" x 4-1/2" with rectangular corners. Window placement is 4-1/8" from the left, 7/8" from the right and 1/2" from the bottom.



#10 Inverted Flap Standard Window

Same window size and position as a standard window except the flap is inverted on the bottom of the envelope.

