

EVERYTHING YOU EVER NEEDED TO KNOW ABOUT ENVELOPES

Baronial: Nearly square. Has pointy flap. Good for greeting cards and invitations. Not generally machine insertable.

Booklet (Open Side): Primarily used for booklets, reports, and files. The flap is on the long side to facilitate ease of stuffing by hand or by machine. Sizes are described using envelope's dimensions. E.g., 9" x 12" or 6" x 9".

Business Reply & Return (BRE): Any envelope printed with a return address in its center. Can be designed so sender or receiver pays the postage. Usually has Bar Codes and FIM codes.

Catalog (Open End): Flap is on the envelope's short side. Its construction is strong to support the catalog's weight. Sizes are described using envelope's dimensions. E.g., 9" x 12" or 6" x 9".

Center Seam: Same as Catalog.

Clasp: Like a Catalog envelope, but includes a metal clasp for temporary closure. May also have glue on the flap for a more permanent seal.

Coin: Small Catalog envelope.

Commercial (Diagonal Seam): These are a group of envelopes most businesses use every day including #9, #10, #11, etc. (See envelope size guide.)

Print & Convert: Print on flat sheets, then convert the flat sheets to envelopes.

Airmail Boarders: Refers to an envelope with a border of triangles or diamonds printed on the front and back.

Gummed or Seal Gum: Refers to the standard glue-when-moistened sealing method.

Gum for Live Stamp: When postage stamps are applied prior to filling an envelope, the moisture from the stamp can inadvertently moisten the envelope flap and cause the envelope to be sealed. Gum for live stamp process avoids this.

Indicia: Refers to printing on the upper right corner of an envelope-usually the postage-paid notice or a box for placement of a stamp.

Inside Tint (Security Screen): Envelope has a dark tint printed on its inside to keep contents protected from snooping. Custom designs are readily available.

Inter-Office Mail: Reusable large envelopes usually with string ties. Often has a series of punched holes so recipient knows that envelope contains material.

Latex Seal: Any envelope with self-sealing adhesive. Requires no moisture.

Policy: Similar to Commercial, but seal is on the short side (like Catalog). Commonly used for cash/drop-ins, deeds, and other legal documents.

Regular: Any envelope without a window.

Remittance: Has oversize flap. Meant to be mailed in a cover envelope and returned with an enclosure to the sender.

Side Seam: Refers to envelope where glue runs parallel to sealed edges. Not as strong as diagonal seal, but uses less paper to produce.

Throat: Refers to the envelope opening which will be sealed by the user.

Tyvek®: DuPont's water resistant and nearly indestructible material-envelope seals with pressure sensitive adhesive covered with a peel-off protective strip.

Window Envelopes: Windows are available for any size envelope. They include cut-out area to expose part of the envelope's contents (e.g., an address on a letter.) Envelopes can have more than one window which can be open or protected with cellophane.