

Envelope Sizes and Styles

Addressing Guidelines

There are two main envelope standard systems. The first is used in the USA (US envelopes are also often known as Standard), the other is the ISO metric system used in Europe and many other parts of the world (these are available, but the sizing is not outlined here)

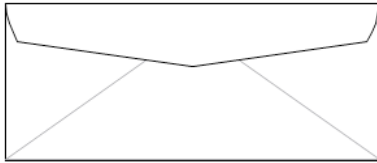
Standard (US)

The US (or Standard) envelopes are divided in several groups by their style and application. The sizes are listed in inches, the shortest dimension first.

Commercial

These are the most popular envelopes for business correspondence, that we send and receive every day. They usually have commercial flap. They are mostly used for letterheads, invoices, statements, checks, writing stationery and direct marketing mailings.

#	Size
6 1/4	3 1/2" x 6"
6 3/4	3 5/8" x 6 1/2"
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"

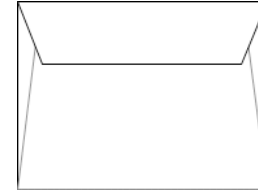


Note: The 7 3/4 envelope with pointed flap is also known as Monarch

Announcement Envelopes

These are very common envelopes. The flaps are usually pointed or flat. Mostly used for announcements, invitations, cards, small booklets, brochures or promotional pieces.

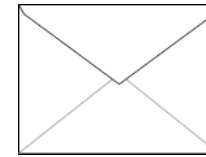
#	Size
A-2	4 3/8" x 5 3/4"
A-6	4 3/4" x 6 1/2"
A-7	5 1/4" x 7 1/4"
A-8	5 1/2" x 8 1/8"
A-10	6" x 9 1/2"
Slim	3 7/8" x 8 7/8"



Baronial Envelopes

These are more formal envelopes, are deeper and typically use a pointed flap. They are popular for invitations.

#	Size
2	3 3/16" x 4 1/4"
4	3 5/8" x 4 5/8"
5	4 1/8" x 5 1/8"
5 1/4	4 1/4" x 5 1/4"
5 1/2	4 3/8" x 5 5/8"
5 3/4	4 1/2" x 5 3/4"
6	5" x 6"



Booklet Envelopes

These envelopes are mostly used for sending catalogs, folders and the like.

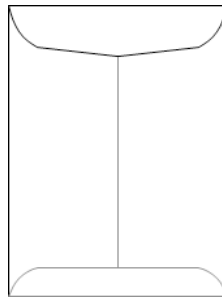
#	Size
3	4 3/4" x 6 1/2"
5	5 1/2" x 8 1/2"
6	5 3/4" x 8 7/8"
6 1/2	6" x 9"
7	6 1/4" x 9 5/8"
7 1/2	7 1/2" x 10 1/2"

9	8 3/4" x 11 1/2"
9 1/2	9" x 12"
10	9 1/2" x 12 5/8"
13	10" x 13"

Catalog Envelopes

This style of envelope is mainly used for catalogs, magazines and reports.

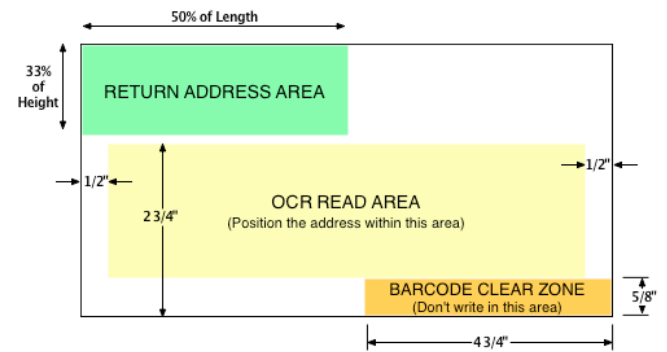
#	Size
1	6" x 9"
1 3/4	6 1/2" x 9 1/2"
2	6 1/2" x 10"
3	7" x 10"
6	7 1/2" x 10 1/2"
7	8" x 11"
8	8 1/4" x 11 1/4"
9 1/2	8 1/2" x 10 1/2"
9 3/4	8 3/4" x 11 1/4"
10 1/2	9" x 12"
12 1/2	9 1/2" x 12 1/2"
13 1/2	10" x 13"
14 1/4	11 1/4" x 14 1/4"
14 1/2	11 1/2" x 14 1/2"



Addressing Guidelines

The correct formatting and address position on an envelope is required to facilitate mail processing by optical character recognition equipment, used by many postal services for sorting mail. Machine-readable mail can be sorted automatically, rather than by a human, which results in faster and more accurate delivery.

Here is the picture that illustrates the correct address position:



General Considerations

- Always use the ZIP/Postal code.
- If you're using software for printing addresses, always print barcodes if they are supported by the software.
- Use simple fonts, such as Arial or Helvetica, and font size over 12 points.
- Avoid using any graphics in the address zone, as it may confuse the optical reading equipment.

Links:

www.usps.com