

# COMMON ENVELOPE SIZE

## Cheat Sheet

## BUSINESS

The majority of businesses use these standard envelopes to mail letterhead, invoices, checks, statements, and direct mail.

### ENVELOPE SIZE

### INSERT SIZE



#6<sup>3/4</sup>

Width: 6.5"  
Height: 3.5"



Width: 6.25"  
Height: 3.325"



#9

Width: 8.875"  
Height: 3.875"

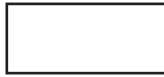


Width: 8.635"  
Height: 3.625"



#10

Width: 9.5"  
Height: 4.125"



Width: 9.25"  
Height: 3.875"

\*These may be available with window or Peel and Seal

## REMITTANCE

These envelopes are commonly used to collect information and/or checks, such as donations and membership applications. The large flap provides sufficient room and privacy for information like credit card numbers.

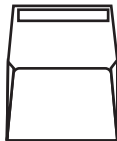
### ENVELOPE SIZE

### ENVELOPE SIZE



#6<sup>3/4</sup>/#9

Width: 6.5"  
Height: 3.625"



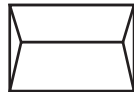
Width: 8.875"  
Height: 3.875"

## A - STYLE

The "A" in A-Style stands for Announcement. These envelopes are most commonly used with invitations and greeting cards.

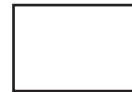
### ENVELOPE SIZE

### INSERT SIZE

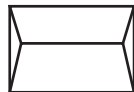


A2

Width: 5.75"  
Height: 4.375"



Width: 5.5"  
Height: 4.25"

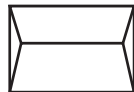


A6

Width: 6.5"  
Height: 4.75"



Width: 6.25"  
Height: 4.5"



A7

Width: 7.25"  
Height: 5.25"

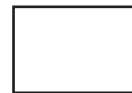


Width: 7"  
Height: 5"

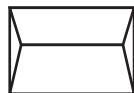


A8

Width: 8.125"  
Height: 5.5"



Width: 8.75"  
Height: 5.25"



A9

Width: 8.75"  
Height: 5.75"



Width: 8.625"  
Height: 5.5"



**CURRYPRINTING**  
IMPOSSIBLE DEADLINES MET!

f [curryprintbaltimore](#)

t [@currybaltimore](#)

314 N. Charles St.  
Baltimore, MD 21201

410.685.2679  
info@curryprint.com

[CurryPrint.com](#)

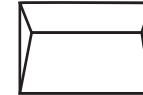
ig [curryprinting](#)

## BOOKLET

These are most commonly used for booklets, catalogs, magazines, and direct mailers with multiple components. The flap is found along the longer edge.

### ENVELOPE SIZE

### INSERT SIZE

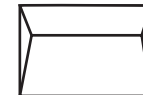


6x9

Width: 9"  
Height: 6"



Width: 8.75"  
Height: 6"

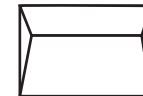


9x12

Width: 12"  
Height: 9"



Width: 11.75"  
Height: 8.75"



10x13

Width: 13"  
Height: 10"



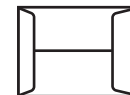
Width: 12.75"  
Height: 9.75"

## CATALOG

These are most commonly used for important documents. The flap is found along the shorter side.

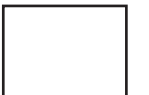
### ENVELOPE SIZE

### INSERT SIZE

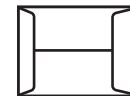


6x9

Width: 6"  
Height: 9"

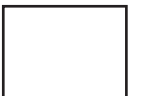


Width: 5.75"  
Height: 8.75"

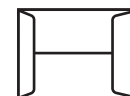


9x12

Width: 9"  
Height: 12"



Width: 8.75"  
Height: 11.75"



10x13

Width: 10"  
Height: 13"



Width: 9.75"  
Height: 12.75"