

## Envelope Sizes

**Pocket** (flap on short edge)

C4 324mm x 229mm

C5 229mm x 162mm

C6 162mm x 114mm

DL 220mm x 110mm

**Paper Size**

A4 Unfolded

A4 Folded Once

A4 Folded Twice

A4 Folded Twice

**Wallet** (flap on long edge)

C4 324mm x 229mm

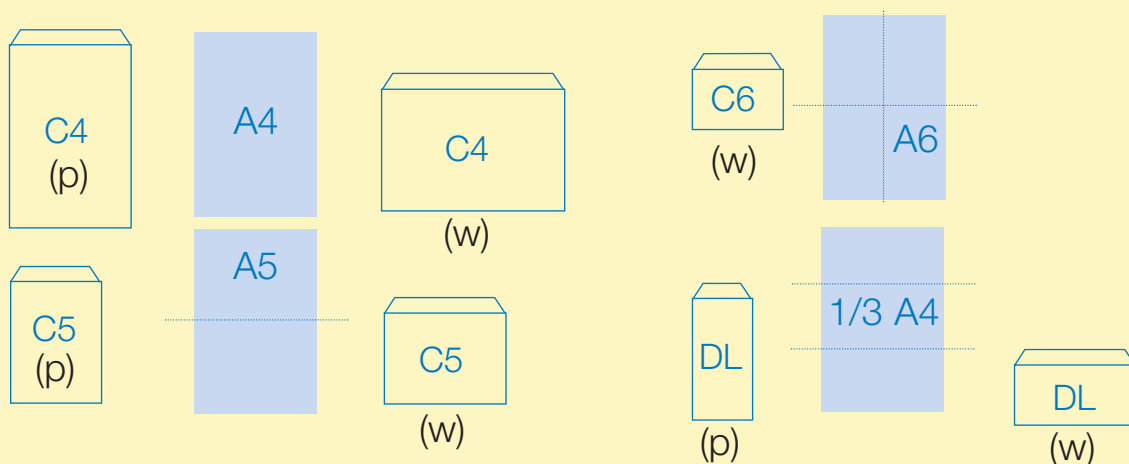
C5 162mm x 235mm

DL 114mm x 235mm

### **Always Specify:**

- Wallet envelopes for machine enclosing
- Oversize envelopes for out-going mail (as sizes shown)
- Undersize envelopes for the Business Reply Envelope (BRE)
- Pocket envelopes (ideally self-seal) for hand enclosed mail
- The minimum weight of an outer envelope is normally 90 GSM
- Self seal envelopes cannot be used for mechanical enclosing unless as a BRE

## Envelope Formats



(w) = Wallet - flap on long edge (p) = Pocket - flap on short edge