

## Envelope Glossary

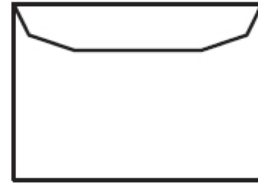
### Type

Generally there are two types of envelope: either a wallet or a pocket. All envelopes are variants of these types.



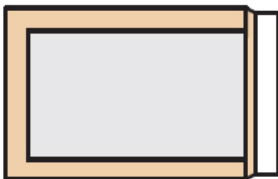
A Pocket

Opening flap is positioned on the short edge



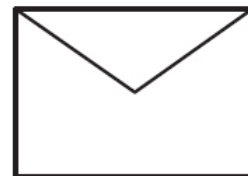
A Wallet

Opening flap is positioned on the long edge



Board Backed

Pocket style envelope with rigid back to protect documents



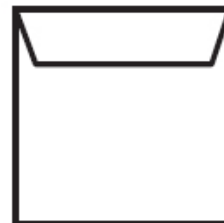
Diamond Flap

Wallet style envelope with triangular shaped flap. Mainly used for Greetings cards and Invitations



Gusset

Expanding seams along each side, great for bulky items



Square

Envelope with sides of equal length

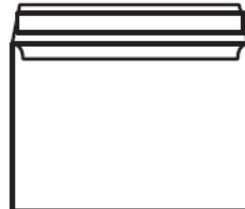
## Sealing

Once you have chosen the type of envelope, you can also choose how you would like it to close.



### Gummed flap

The traditional 'lick and stick' format



### Self seal

Uses a strip of latex on both the bottom and top flaps. Once folded together an instant seal is achieved. We would recommend a shelf life of 6 months maximum.



### Peel and seal

Remove the protective strip from the top flap and the envelope is ready to seal. This seal can have a long shelf life of several years.

## Material

Envelopes can also be grouped together according to the materials they are made from:

White Cartridge envelopes

Standard uncoated envelope finish

Manilla Envelopes

Brown recycled paper

Matt Coated envelopes result

High quality silk smooth finish. This gives a higher quality printed result

Laser guaranteed envelopes

Laser machine friendly. Able to cope with laser temperatures

Recycled envelopes

Made from recycled paper. Uses less energy than virgin paper.

FSC/PEFC envelopes

Made from paper which is sourced from accredited forests

Translucent envelopes

Partially see through material in a variety of colours

Security envelopes

Made from a bonded material that resists tearing .

Each envelope material comes in a range of weights referred to in grammes per square metre (gsm)

Weight varies between envelope type and material, but usually it falls between 70gsm and 120gsm.

## Opaque

This refers to the pattern that is often printed on the inside of the envelope, which provides a security function by making the content difficult to read.

Most envelopes would have a standard opaque pattern, but a special pattern, such as a company logo, can be supplied as a special order.