

## How to measure an envelope

### Envelope Sizes

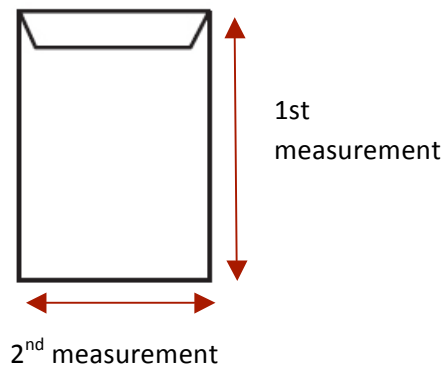
Measuring envelopes is a simple but important process.

The way you state the size dictates the type of envelope you'll receive, i.e. a pocket or a wallet.

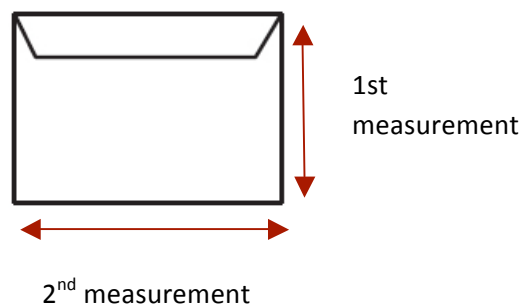
Always measure the depth of the envelope first, from the bottom of the envelope to the base of the flap. Then secondly measure the envelopes width.

For example:

324 x 229mm = pocket

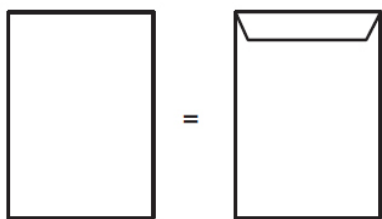


229 x 324mm = wallet



## Common Envelope Sizes

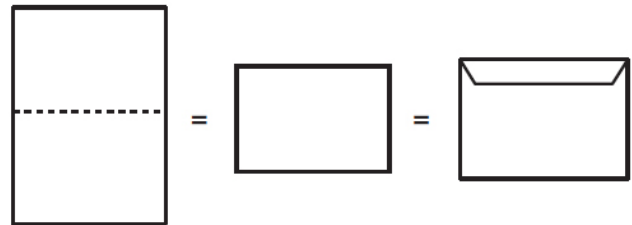
Like paper, envelopes can come in standard sizes, to fit different paper sizes depending on how they are folded.



A4

C4

324x229mm



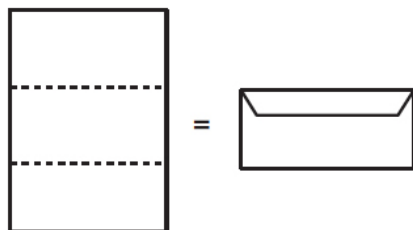
A4

A5

C5

Folded

162x229mm



A4

DL

Folded twice

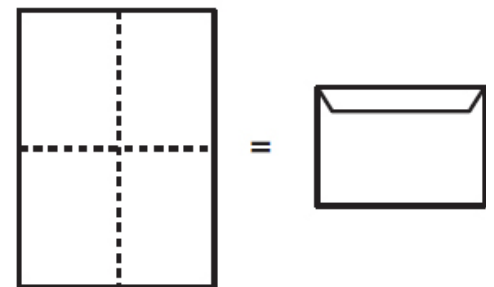
110x220mm



A5

Folded

or



A4

Folded twice

C6

114x162mm

## Window Size & Position

The order in which you measure an envelope window is very important. Always measure the envelope with the flap at the top

Then:-.

1. Measure the depth of the window first
2. Then the width of the window
3. Next measure the position of the window from the bottom of the envelope
4. Finally measure the window's position from the left hand side of the envelope

