

## HOW TO CHOOSE - Envelopes

**Envelopes carry your company's image as well as your documents.**

Use our guide to ensure you choose the correct envelope to fit your requirements.

### Coloured Envelopes, Page 70

Increase response rates or reinforce your message. These ranges will make sure your mailings get noticed.

### Gusset Envelopes, Pages 66, 67, 69, 72

Expandable gusset envelopes are hard-wearing and designed to hold bulkier items such as brochures, presentations and catalogues.

### Board Back Envelopes, Pages 67, 68, 69

Board backed envelopes ensure your documents remain flat and arrive in pristine condition. Perfect for photographs, certificates and important documents.

### Mailing Machine Envelopes, Page 68

For automatic insertion of documents.

### Tyvek Envelopes, Page 72

The strongest envelopes on the market that won't tear, burst or let in water - the ultimate in protection.

### Polythene Envelopes, Page 71

Lightweight, waterproof, burst, tear and puncture resistant bags can be used to transport all manner of goods to ensure they arrive in good condition.

## Envelope Styles

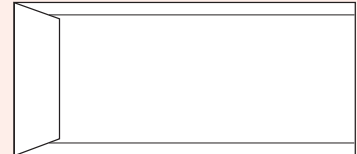
### BANKER

- Opens on the long side



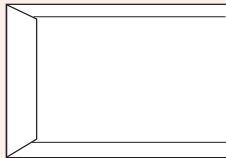
### POCKET

- Opens on the short side



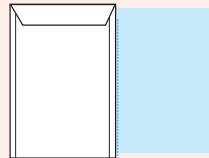
## Standard Envelope Sizes

### C4



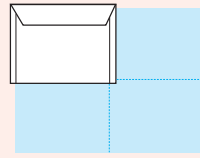
C4 size envelopes (324 x 229mm) hold an A4 sheet unfolded.

### C5



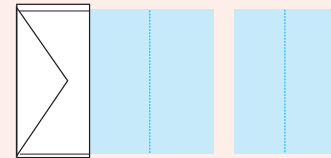
C5 size envelopes (229 x 162mm) hold an A4 sheet folded once or an A5 sheet unfolded.

### C6



C6 size envelopes (114 x 162mm) hold an A4 sheet folded twice or an A5 sheet folded once.

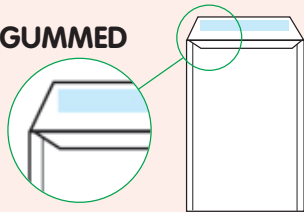
### DL



DL size envelopes (110 x 220mm) hold an A4 sheet folded twice or an A5 sheet folded once.

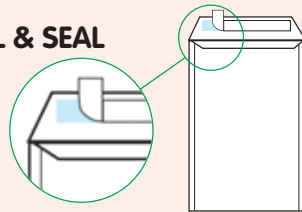
## Closure Types

### GUMMED



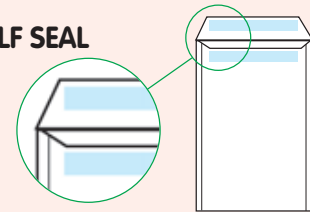
Moisten the layer of adhesive along the envelope flap and close.

### PEEL & SEAL



Simply peel away the release tape from the envelope flap to reveal a thick layer of adhesive, which seals instantly.

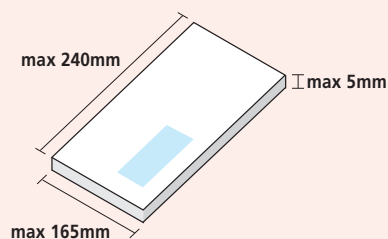
### PRESS ON SELF SEAL



Press the two layers of adhesive (one on each flap) together to form an instantly strong bond. Seal strength has a shelf life of approximately 6 months.

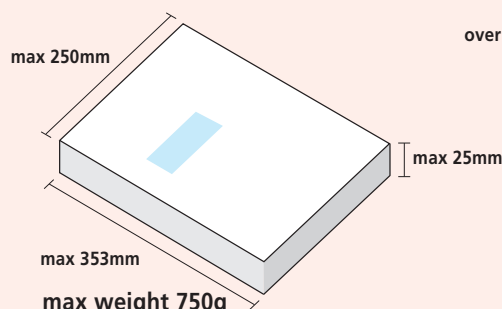
## Royal Mail Category Guide (Pricing in Proportion)

### LETTER



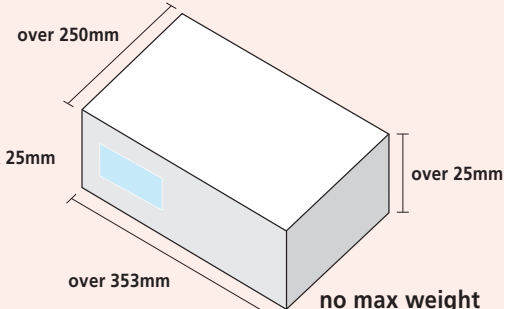
max weight 100g

### LARGE LETTER



max weight 750g

### PACKET



no max weight