

ENVELOPES

| FORMAT | DIMENSIONS (mm) | SUITABLE FOR |
|--------|-----------------|---|
| DL | 110 x 220 | DL Flyers, A4 folded in thirds |
| DLX | 120 x 235 | Mail outs, fits more documents than a DL |
| C6 | 114 x 162 | A6, A5 folded once, A4 folded in half twice |
| C5 | 162 x 229 | A5, A4 folded once |
| C4 | 229 x 324 | A4 unfolded, A3 folded once |
| C3 | 324 x 458 | A3 unfolded |

CLOSURES

| | |
|----------------|---|
| LICK AND STICK | Requires moisture to close |
| PEEL AND SEAL | Remove plastic strip, fold over and press to close |
| SELF SEAL | Pre gummed bottom flap for ease for closure, no moisture required, no plastic strip |

INTERNAL LINING

| | |
|---------------|--|
| NON-SECRETIVE | Plain paper, the envelope could be see-through |
| SECRETIVE | The paper has a printed internal pattern that prevents it from being see-through |

FACE

| | |
|-------------|---|
| PLAIN FACE | No windows |
| WINDOW FACE | Has a clear window on the front. Recommended for mail merge |

