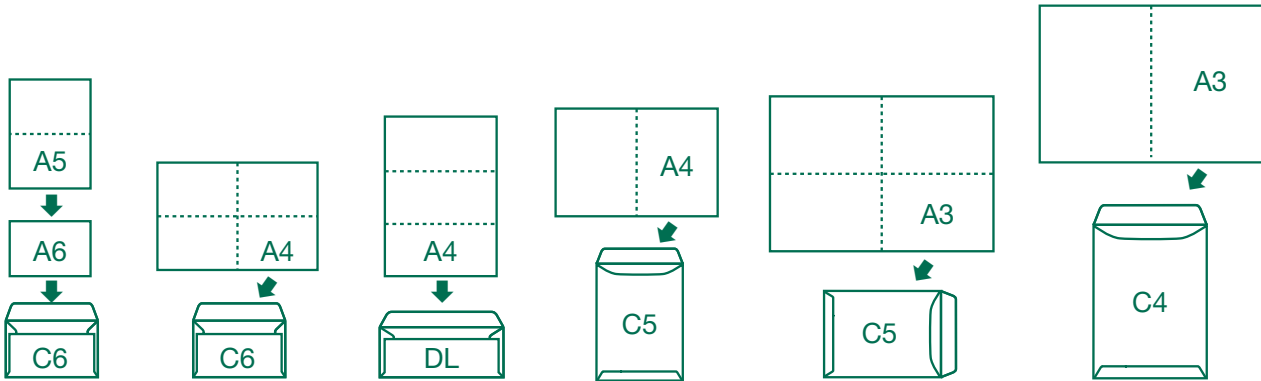




Quick Reference Information

COMMON PAPER & CORRESPONDING ENVELOPE SIZES



ENVELOPE TYPES

WALLET

DETAILS

Envelope with a near rectangular flap along the longer edge. Small Wallets are used for lightweight correspondence. Large Wallets/Booklet Mailers are used for booklets, small catalogues and commercial documents.

BANKER

DETAILS

Envelope with a triangular flap along the longer edge. Used for lightweight correspondence, commercial documents and direct mail. Generally suitable for machine insertion.

POCKET

DETAILS

Envelope with a near rectangular flap along the short edge. Small Pockets are used for general correspondence. Large Pockets are used when extra strength is required for contents such as

- Magazines • Catalogues
- Annual Reports • Legal Documents.

ENVELOPE SEAL TYPES

LICK-N-STICK

DETAILS

Requires moisture to close. Ideal for large jobs via mail houses. Generally suitable for machine insertion. (refer to Quick Reference Guide).

STRIP SEAL

DETAILS

Simply peel back peel strip and seal. No moisture or licking required. Designed for hand insertion. Stronger Seal. Longer shelf life.

SELF SEAL

DETAILS

Pre-gummed flaps for quick and convenient closure. No moisture required. Shelf life up to 12 months