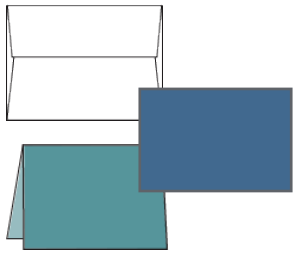




# ENVELOPE & CARD SIZE GUIDE

## A-Style Envelopes & Inserts

Announcement style envelopes are commonly used for invitations, greeting cards, and note cards.



**A2** Envelope size: 4-3/8" x 5-3/4"  
Fits Note card size: 4-1/2" x 5-1/2"  
Folded card size: 8-1/2" x 5-1/2"

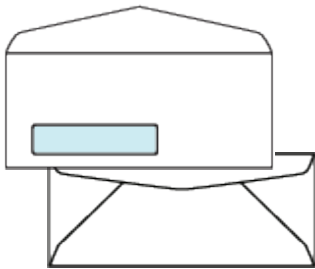
**A6** Envelope size: 4-3/4" x 6-1/2"  
Fits Note card size: 4-1/2" x 6-1/4"  
Folded card size: 9" x 6-1/4"

**A7** Envelope size: 5-1/4" x 7-1/4"  
Fits Note card size: 5-1/8" x 7"  
Folded card size: 10-1/4" x 7"

**A9** Envelope size: 5-3/4" x 8-3/4"  
Fits Note card size: 5-1/2" x 8-1/2"  
Folded card size: 11" x 8-1/2"

## Standard Business Envelopes

Used for business correspondence. Accommodates standard letterhead. May have a window.

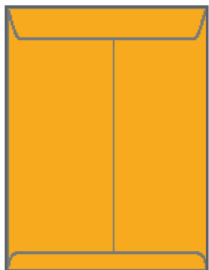


**#10 / No.10 / Letter Envelope** - Size: 4-1/8" x 9.5"  
Used for correspondence & billing.  
Can sometimes include either a left or right window.

**#9 / No.9 / Return Envelope** - Size: 3-7/8" x 8-7/8"  
Can be inserted inside a #10 envelope.  
Often used with bills or when return correspondence is requested.

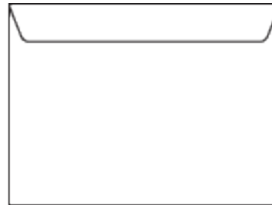
## Catalog & Booklet Envelopes

Larger envelopes used for booklets, catalogs, and large documents. Often have a peel & seal option.



Catalog envelopes have a flap & seal on the short edge.

Most common sizes:  
9" x 12"  
10" x 13"  
11" x 17"  
14" x 18"

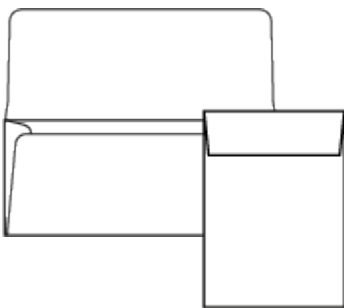


Booklet envelopes have a flap & seal on the long edge.

Most common sizes:  
6" x 9"  
8-3/4" x 11-1/2"  
9" x 12"  
10" x 13"

## Remittance & Coin Envelopes

Remittance Envelopes or donation envelopes used for fundraising, money collection, & charity donations. Coin envelopes have similar uses and are often used to hold gift cards.



**Remittance**  
7-7/4" x 6-1/2" open  
3-5/8" x 6-1/2" closed

**Coin**  
Most common sizes:  
2-1/2" x 4-1/4"  
3" x 5-1/4"  
3-1/2" x 6-1/2"

### Need help finding the right envelope?

Contact us for more information & options.

AlphaGraphics Franklin

600 B Frazier Dr., Ste. 130

Franklin, TN 37067

615.786.0280

ordersagf@alphagraphics.com

franklin.alphagraphics.com

