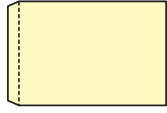


i helpful information

Envelopes - choosing what's right for you

Envelope Sizes & Conversion Table

The most popular sizes of envelope (C5, C4 and DL) are clearly indicated in the product tables by a tint



C4 size 324x229mm
(12½"x9") envelopes hold an A4 sheet unfolded



C5 size 229x162mm
(9"x6½") envelopes hold an A4 sheet folded once or an A5 sheet unfolded



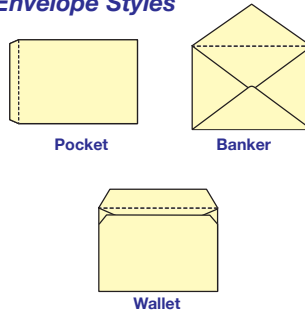
C6 size 114x162mm
(4½"x6½") envelopes hold an A4 sheet folded twice or an A5 sheet folded once



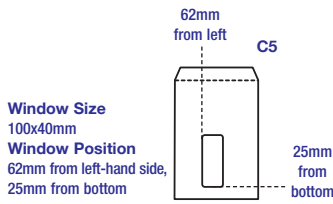
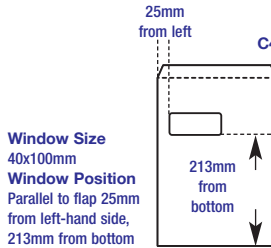
DL size 110x220mm
(4¼"x8½") envelopes hold an A4 sheet folded twice or an A5 sheet folded once

Metric (mm)	Imperial	Metric (mm)	Imperial
98x67	3¾"x2½"	292x241	11½"x9½"
102x76	4"x3"	305x127	12"x5"
110x220	DL 4¼"x8½"	305x250	12"x10"
114x162	C6 4½"x6½"	318x267	12½"x10½"
124x89	4¾"x3½"	324x229	C4 12½"x9"
152x102	6"x4"	330x279	13"x11"
190x127	7½"x5"	353x229	14"x9"
190x140	7½"x5½"	356x133	14"x5½"
229x102	9"x4"	381x254	15"x10"
229x162	C5 9"x6½"	381x152	15"x6"
235x121	9¼"x4¾"	394x318	15½"x12½"
240x165	9½"x6½"	406x305	16"x12"
241x178	9½"x7"	444x368	17½"x14½"
254x178	10"x7"	457x324	C3 18"x12¾"
270x216	10½"x8½"		

Envelope Styles



Window Position Examples



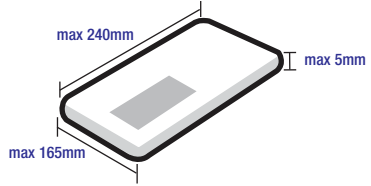
All window position measurements are expressed looking at the envelope with flap at the top.

Pricing in Proportion

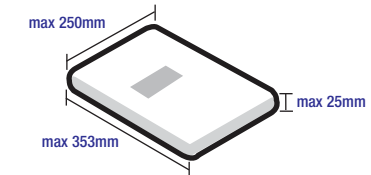
Pricing in Proportion (PIP) is Royal Mail's revised postage pricing structure, for the UK market, changing the criteria for pricing from weight alone to a combination of size and weight and volume.

There are three categories of mail:

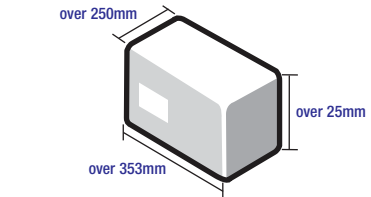
Letter max weight 100g



Large letter max weight 750g



Packet max weight 1kg



Envelope Type	Paper/Style	Brand	Suggested Use	Page No.
Heavyweight Manilla	Manilla 125gsm	New Guardian	Important heavy mailings	356
Prestige White	White 110-120gsm	Plus Fabric	Letterhead correspondence, prestigious mailings	357
Medium & Lightweight, White & Manilla	Manilla 80-90gsm White	New Guardian Plus Fabric	Wages, storing and filing mail items	358
Office White and Manilla	White 80-100gsm Manilla 70-115gsm	5 Star™	General office mailings	359
Recycled White	White 90gsm	EcoLabel	General office mailings	362
Recycled White and Manilla	White 100gsm Manilla 90gsm	Basildon Bond	Prestigious mailings, general office mailings	363
Letterhead Correspondence	White 90-120gsm	Croxley Script Character Conqueror	Premium quality envelopes designed for use with matching papers	360, 361
Mailing Machine	White 80-90gsm Manilla 80gsm	Postmaster	Designed to run on all known mailing machines	360
Gusset	White 135gsm Manilla 115-135gsm	5 Star™ Plus Fabric New Guardian Armour DuPont™ Tyvek®	Heavy and bulky items	369, 366
Board Backed	White 135gsm Manilla 115-135gsm	5 Star™ Plus Fabric New Guardian	Photographs, certificates	364
Wage	Manilla and Glassine 80gsm	New Guardian	Envelopes for notes, coins and payslips	366
Internal Mail	Manilla and Orange 115-200gsm	5 Star™ New Guardian BDS	Internal mail	367
Protective Envelopes	Bubble Envelopes, Postal Cartons, Postal Packs	Cendit New Guardian 5 Star™ Jiffy	Bubble-lined bags protecting bulky and heavy items. Postal packs ideal for books	368, 372, 373, 371
Tear and Water-resistant Envelopes	Envelopes and gussets using DuPont™ Tyvek® tear and water-resistant material	Tyvek®	Mailing important and confidential documents	369
Polythene Envelopes	Clear, grey and white plastic envelopes	Cendit Polylope Jiffy Tenzalopes	Brochures, general mailings, ebay fulfilment	370, 371, 793

All envelopes are compatible with Litho and Inkjet printers. Only non-Press Seal envelopes are compatible with Laser printers. The heat process in Laser printing is not suitable for press seal latex gum.

