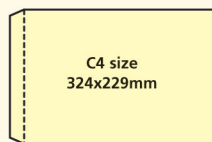


your helpful
guide to...

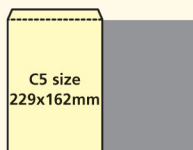
Choosing the right envelope

By size...

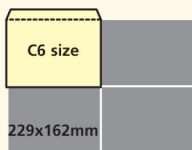
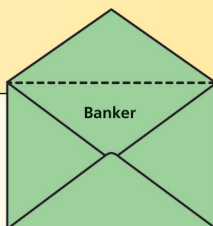
As a helpful guide there are size symbols to aid you in finding the correct size in the following pages.



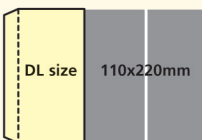
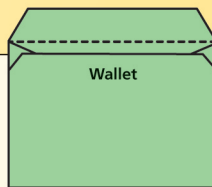
C4 size 324x229mm
(12 1/4" x 9") envelopes hold an A4 sheet unfolded



C5 size 229x162mm
(9" x 6 3/8") envelopes hold an A4 sheet folded once or an A5 sheet unfolded



C6 size 114x162mm
(4 1/2" x 6 3/8") envelopes hold an A4 sheet folded twice or an A5 sheet folded once



DL size 110x220mm
(4 1/2" x 8 3/4") envelopes hold an A4 sheet folded twice or an A5 sheet folded once

By quality of paper...

Choosing the right quality envelopes that offer the very best in paper quality and finish, and will help your business deliver the right impression.

Professional Range...
These are high quality envelopes that offer the very best in paper quality and finish, and will help your business deliver the right impression.

Environmental Range...
For the more environmentally conscious, these products have environmental accreditation.

General Office Range...
A more basic offering in terms of quality of paper.

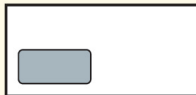
By colour...

A simple choice of white or manilla.



Window or Non-Window...

A simple choice of window or non-window envelopes.



By seal...

Gummed...
Moisten adhesive flap and press to seal.

Press Seal...
Simply fold flap against back of envelope and press to seal.

Peel & Seal...
Remove strip to reveal adhesive and press against the back of the envelope to seal.

By pack size... A wide choice of sizes. Ranging from 25 to 1000 per box...

Guide to symbols



The Paper by Nature certificate guarantees the low environmental impact, from raw materials selection to the finished product. Visit www.paperbynature.com



The mark of responsible forestry

Products carrying the FSC label are independently certified to assure consumers that they come from forests that are managed to meet the social, economic and ecological needs of present and future generations. For more information visit www.fsc.org



PEFC Certified
This product is from sustainably managed forests and controlled sources
www.pefc.org

PEFC is the world's largest certification organisation representing over 220 million hectares of certified forests. Products carrying the PEFC logo are independently certified and can demonstrate their commitment to sustainable development and corporate social responsibility.

Easy Open envelopes feature a built-in tear strip allowing the recipient to open the envelope quickly and easily without damaging contents or compromising security.

Easy Open

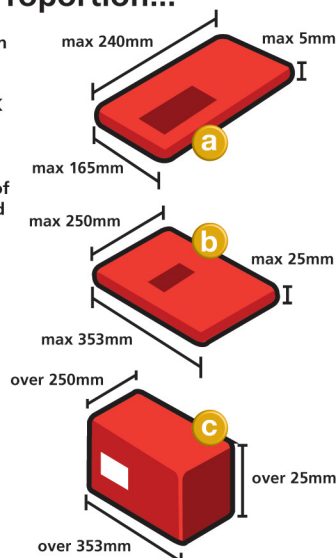
Pricing in Proportion...

Pricing in Proportion (PIP) is Royal Mail's postage pricing structure for the UK market. The criteria for pricing rather than weight alone are a combination of size and weight and volume. There are three categories of mail:

A. Letter...
max weight 100g

B. Large Letter...
max weight 750g

C. Packet...
max weight 1kg



For more information visit: www.royalmail.com/pip



Peel & Seal envelopes with POWER-TAC adhesive for an exceptionally strong seal.



Over 50% Recycled
Made from more than 50% recycled paper content.



100% Recycled
Made from 100% recycled paper content.



Environmental Benefit
Product has a recognised environmental accreditation.

Metric (mm)	Imperial
98x67	3 7/8" x 2 1/2"
292x241	11 1/2" x 9 1/2"
102x76	4" x 3"
305x127	12" x 5"
110x220	DL 4 1/2" x 8 3/4"
305x250	12" x 10"
114x162	C6 4 1/2" x 6 3/8"
318x267	12 1/2" x 10 1/2"
124x89	4 7/8" x 3 1/2"
324x229	C4 12 1/4" x 9"
152x102	6" x 4"
330x279	13" x 11"
190x127	7 1/2" x 5"
350x248	13 3/4" x 9 3/4"
190x140	7 1/2" x 5 1/2"
353x229	14" x 9"
229x102	9" x 4"
381x254	15" x 10"
229x162	C5 9" x 6 3/8"
381x152	15" x 6"
235x121	9 1/4" x 4 3/4"
394x318	15 1/2" x 12 1/2"
240x165	9 1/2" x 6 1/2"
406x305	16" x 12"
241x178	9 1/2" x 7"
444x368	17 1/2" x 14 1/2"
254x178	10" x 7"
457x324	C3 18" x 12 1/4"
270x216	10 3/4" x 8 1/2"