

# How to Choose the Right Envelope

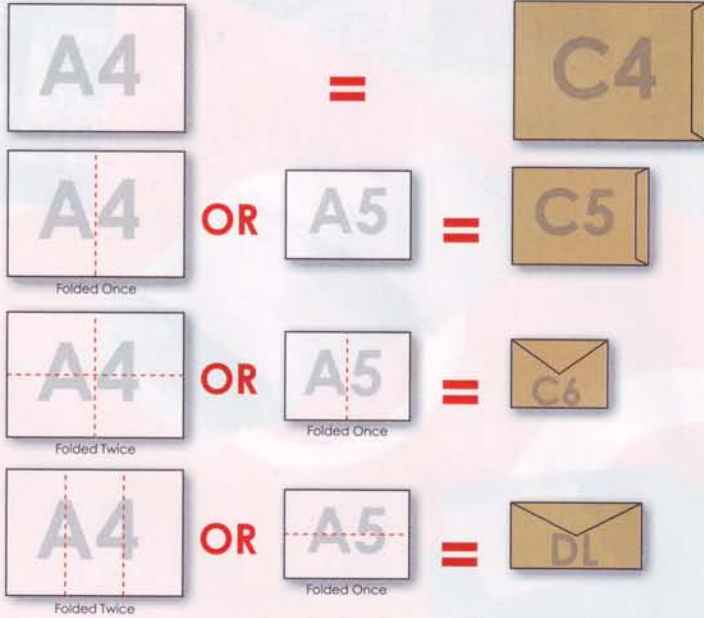
With a wide range of envelopes available it is sometimes difficult to choose the right one for the job

The best way to work out what type and style of envelope you require is to first decide what needs to be posted and how often, who will receive it and the impression you want that person to have of your company. For example, it may be more than acceptable to put invoices in a lightweight brown envelope, but will the same type of envelope be suitable for sending out your annual report?

You should also consider how the item will be delivered as this may indicate whether a padded or board backed envelope would be best for the job.



## Envelope Size

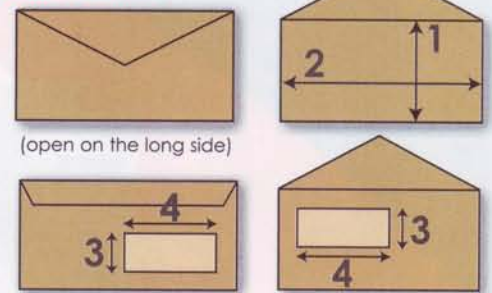


## Envelope Styles

There are two types of envelope styles Pocket & Wallet. Follow this guide to make sure you order the correct size

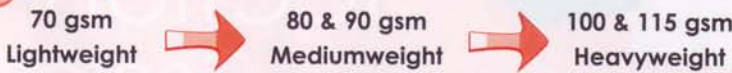
- ① = First Measurement
- ② = Second Measurement
- ③ = First Window Measurement
- ④ = Second Window Measurement

### Wallet/Banker



Envelope Size	Common Usage
C6	Cheques, index cards, greetings cards
DL	General correspondence, dividend warrant and airmail
Other sizes	Invoices, statements

## Quality



- Gsm stands for grammes per square metre. This refers to the paper thickness and weight. The higher the gsm the heavier the envelope material.
- If you are mailing a single sheet of paper then a 70 gsm envelope is adequate, but a 20 page report will require a stronger envelope such as a heavyweight, padded envelope or Tyvek, see page 169.

## Closure Methods

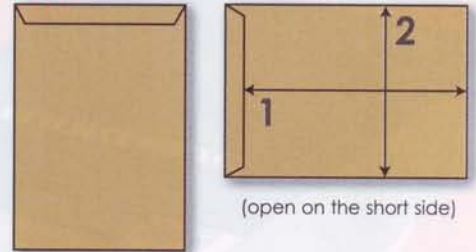
### Your Own Personalised Envelopes

Most companies have their own logo or corporate style, or for a specific mailing campaign you may need your envelopes to stand out from the crowd. We can print your logo or artwork onto a wide range of envelope sizes and qualities. Call us today to discuss your requirements.

### Packaging/Heavy Duty Envelopes

Gusset style envelopes are useful for bulky items. Board backed envelopes prevent documents bending or creasing and often have DO NOT BEND printed on them. Pocket style envelopes with an inner lining of plastic bubbles, shredded paper or other materials are useful for protecting items such as samples. Envelopes such as Survivor Tyvek (see page 169) are burst proof and tear resistant. Special mailing packaging is also available for CDs, diskettes and other media storage (see page 47 and 169).

### Pocket



Envelope Size	Common Usage
DL	General correspondence, dividend warrant, airmail, A5 sheet folded once, A4 sheet folded into three
C4	Publicity material, company reports, A4 unfolded, A3 folded once
C5	Suitable for A4 folded once and A5 unfolded
Other sizes	Catalogues, brochures, correspondence, course material, insurance policies, legal documents, bulky documents, calendars, promotional material
Small pocket	Wage slips, visiting cards, photographic negatives, seed packets



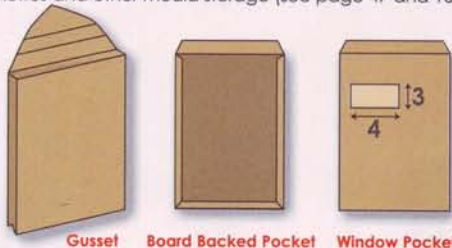
(Press together the two layers of adhesive)



(Peel away the tape from the envelope to reveal the adhesive)



(Moisten the layer of adhesive)





• C4 Pocket

• DL With Window

• DL

**Advantia White Envelopes**

**Wallets/Banker – C6**

Description	Seal	GSM	Packed	List Price	Now Only
CC1204 Plain	Self Seal	100	1000	£54.85 [A]	£21.99
CC7005 Window *	Self Seal	80	1000	£59.75 [B]	£23.99

\* Window size 35 x 89mm Position 18mm up, 19mm from left



**Wallets/Banker – DL**

Description	Seal	GSM	Packed	List Price	Now Only
CC1298 Premium+ Plain	Self Seal	110	500	£39.49 [B]	£21.99
CC1202 Plain	Self Seal	90	1000	£62.75 [A]	£17.99
AA1202 Plain	Self Seal	80	1000	£42.99 [A]	£12.99
CC1299 Premium+ Window *	Self Seal	110	500	£44.39 [B]	£24.99
CC1203 Window *	Self Seal	90	1000	£68.95 [A]	£19.99
AA1203 Window *	Self Seal	80	1000	£46.99 [A]	£14.99

\* Window size 39 x 93mm Position 18mm up, 19mm from left



**Pockets – C5**

Description	Seal	GSM	Packed	List Price	Now Only
CC1205 Plain	Self Seal	100	500	£56.29 [A]	£23.99
CC1233 Window *	Self Seal	100	500	£59.75 [A]	£24.99

\* Window size 95 x 45mm Position 15mm up, 45mm from left



**Pockets – C4**

Description	Seal	GSM	Packed	List Price	Now Only
CC1206 Plain	Self Seal	100	250	£49.26 [A]	£20.99
CC1224 Window *	Self Seal	100	250	£53.75 [A]	£22.99

\* Window size 100 x 40mm Position 215mm up, 24mm from left



**Best Value**

advantia



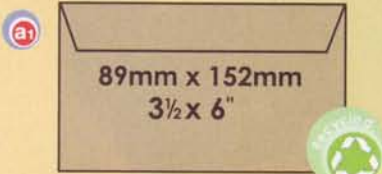
• Pocket 406 x 305mm

• C4 Pocket

• C5 Pocket

• Banker DL with Window

• Pocket DL with Window

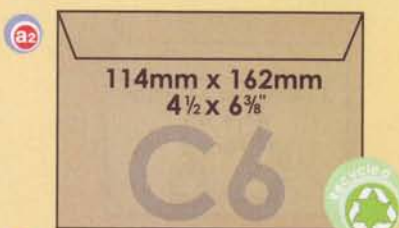


**Advantia Manilla Envelopes**

**Wallets – 89mm x 152 mm**

	Description	Seal	GSM	Packed	List Price	Now Only
CC1207	Plain	Gummed	70	1000	£34.29 [A]	£11.99
CC1208	Window *	Gummed	70	1000	£39.25 [A]	£12.99

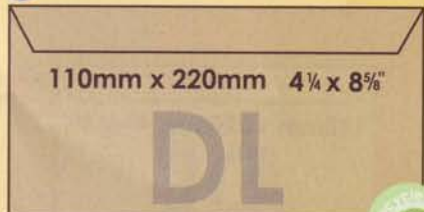
\* Window size 32 x 108mm Position 18mm up & centred



**Wallets – C6**

	Description	Seal	GSM	Packed	List Price	Now Only
CC7022	Plain	Gummed	70	1000	£34.75 [A]	£12.99
CC7023	Window *	Gummed	70	1000	£39.97 [A]	£14.49

\* Window size 35 x 89mm Position 18mm up, 19mm from left



**Wallets – DL**

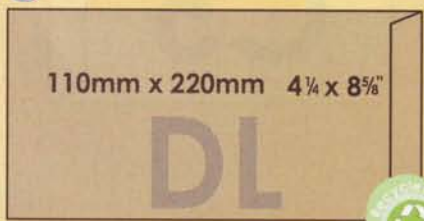
	Description	Seal	GSM	Packed	List Price	Now Only
CC1209	Plain	Gummed	70	1000	£37.95 [A]	£14.40
CC1210	Window *	Gummed	70	1000	£41.59 [A]	£15.49

\* Window size 39 x 93mm Position 18mm up, 19mm from left



**Wage – 108mm x 102mm**

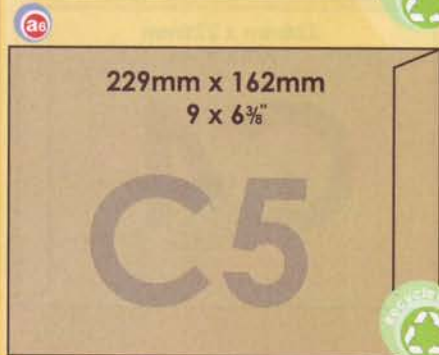
	Description	Seal	GSM	Packed	List Price	Now Only
CC7000	Plain-Wage	Self Seal	90	1000	£42.90 [B]	£31.29



**Pockets – DL**

	Description	Seal	GSM	Packed	List Price	Now Only
CC1367	Plain	Gummed	70	1000	£39.55 [B]	£14.99
CC1368	Window *	Gummed	70	1000	£51.45 [B]	£15.99

\* Window size 105 x 32mm Position 25mm up, 60mm from left



**Pockets – C5**

	Description	Seal	GSM	Packed	List Price	Now Only
CC1215	Plain	Self Seal	115	500	£54.45 [A]	£21.99
CC1211	Plain	Gummed	80	500	£41.29 [B]	£16.25
CC1213	Plain	Self Seal	80	500	£39.65 [A]	£14.99

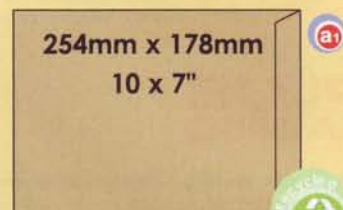
**Best Value**

advantia

**a** Advantia Manilla Envelopes

**a1** Pocket – 254mm x 178mm

	Description	Seal	GSM	Packed	List Price	Now Only
CC1219	Plain	Self Seal	115	250	<b>£32.75</b> [A]	<b>£11.49</b>
CC7021	Plain	Self Seal	90	500	<b>£57.85</b> [B]	<b>£19.79</b>

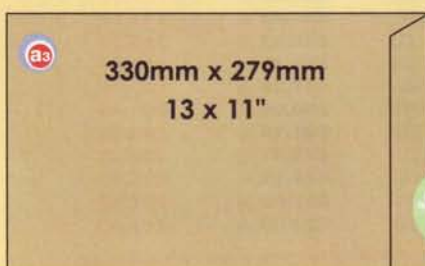


**a2** Pocket – C4

	Description	Seal	GSM	Packed	List Price	Now Only
CC1218	Plain	Gummed	115	250	<b>£42.95</b> [A]	<b>£17.49</b>
CC1217	Plain	Self Seal	115	250	<b>£42.29</b> [A]	<b>£18.99</b>
CC1212	Plain	Gummed	80	250	<b>£36.29</b> [A]	<b>£13.40</b>
CC1214	Plain	Self Seal	80	250	<b>£35.75</b> [A]	<b>£13.99</b>
CC7008	Window *	Self Seal	115	250	<b>£52.75</b> [A]	<b>£22.95</b>

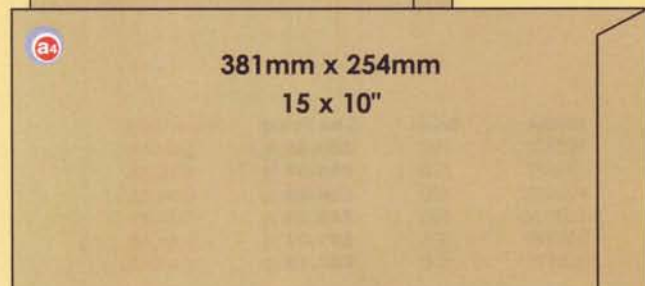


\* Window size 40 x 100mm position 215mm up, 24mm from left



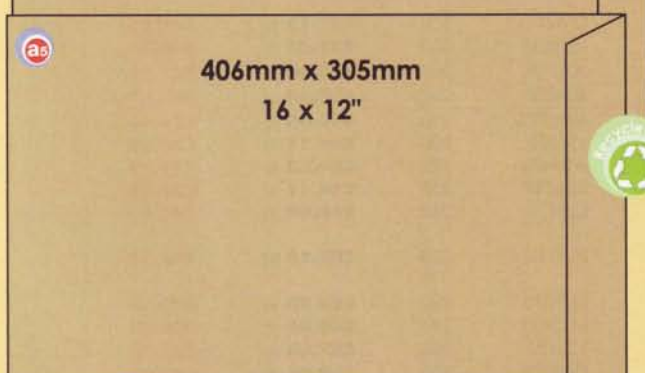
**a3** Pocket – 330mm x 279mm

	Description	Seal	GSM	Packed	List Price	Now Only
CC1235	Plain	Self Seal	115	250	<b>£75.29</b> [A]	<b>£24.95</b>



**a4** Pocket – 381mm x 254mm

	Description	Seal	GSM	Packed	List Price	Now Only
CC1220	Plain	Gummed	115	250	<b>£55.79</b> [A]	<b>£20.49</b>
CC1221	Plain	Self Seal	115	250	<b>£54.95</b> [A]	<b>£20.99</b>
CC1239	Plain	Self Seal	90	250	<b>£51.29</b> [A]	<b>£16.79</b>



**a5** Pocket – 406mm x 305mm

	Description	Seal	GSM	Packed	List Price	Now Only
CC1222	Plain	Gummed	115	250	<b>£66.95</b> [A]	<b>£23.79</b>
CC1223	Plain	Self Seal	115	250	<b>£67.29</b> [A]	<b>£24.95</b>
CC1240	Plain	Self Seal	90	250	<b>£62.50</b> [A]	<b>£20.99</b>



**a6** Pocket – C3

	Description	Seal	GSM	Packed	List Price	Now Only
CC7020	Plain	Gummed	115	125	<b>£44.75</b> [B]	<b>£29.99</b>