

Measuring Envelopes

Let's get back to basics and start with these essentials.

Envelope Sizes

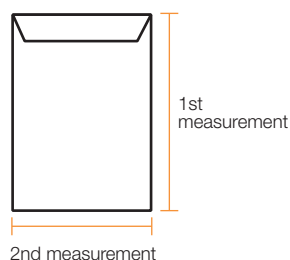
Measuring envelopes is a simple but important process.

The way you state the size dictates the type of envelope you'll receive, i.e. a pocket or a wallet.

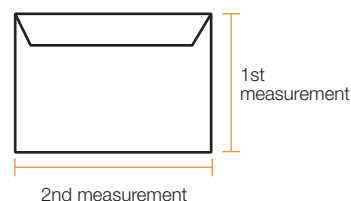
Always measure the depth of an envelope first, from the bottom of the envelope to the base of the flap. Then secondly measure the envelope's width.

For example:

324 x 229mm = pocket

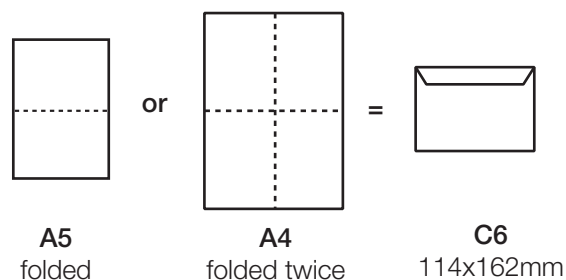
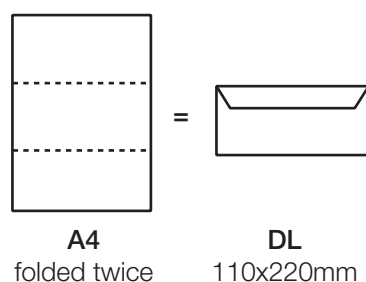
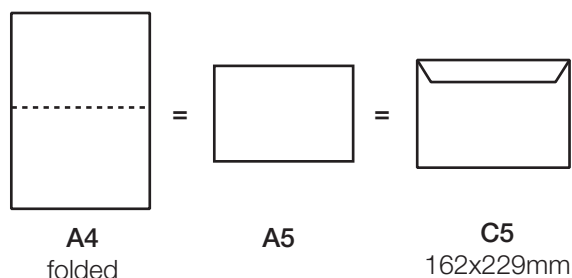
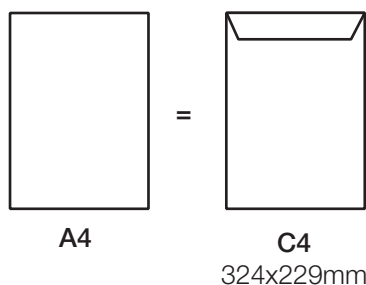


229 x 324mm = wallet



Common Envelope Sizes

Like paper, envelopes can come in common sizes, accommodating different paper dimensions depending upon how they are folded.



Window Size & Position

Again the order in which you measure an envelope window is very important.

Always take your measurements with the envelope flap at the top.

Then:-

1. Measure the depth of the window first
2. Then the window width
3. Next measure the position of the window from the bottom of the envelope
4. Finally measure the window's position from the left hand side (FLHS) of the envelope

