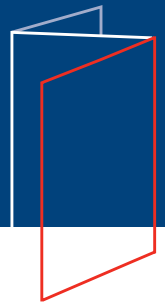


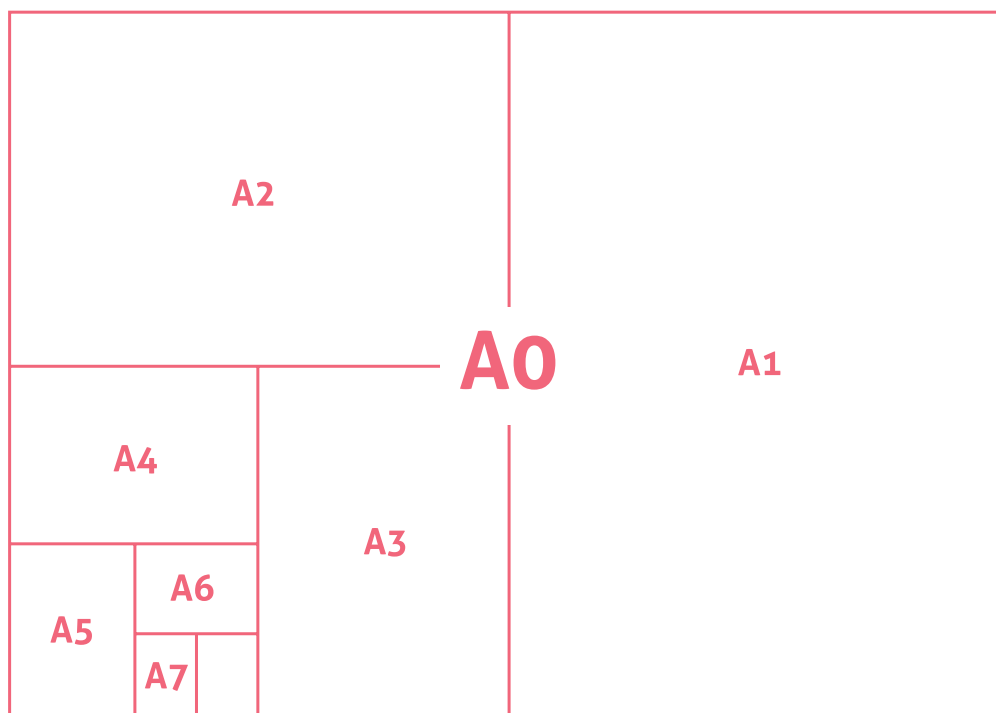


Paper and Envelopes Printing Guide



Paper Sizes

The A-standard paper sizes, based on the international ISO 216 standard, offer a systematic and widely adopted range for various printing and document purposes. The series starts with the A0 size, and subsequent sizes follow a halving principle as the page reduces in overall size:



Sizes

A0	1189 x 841 mm
A1	841 x 594 mm
A2	594 x 420 mm
A3	420 x 297 mm
A4	297 x 210 mm
A5	210 x 148 mm
A6	148 x 105 mm
A7	105 x 74 mm

A4 is by far the most used paper size and is widespread in everyday printing needs such as letters, reports, and standard documents. A5 is commonly used for booklets, brochures, and smaller publications, as it offers a compact and readable format. A6 is often used for postcards and smaller promotional materials, while A7 is ideal for smaller-scale items like tickets or invitations.

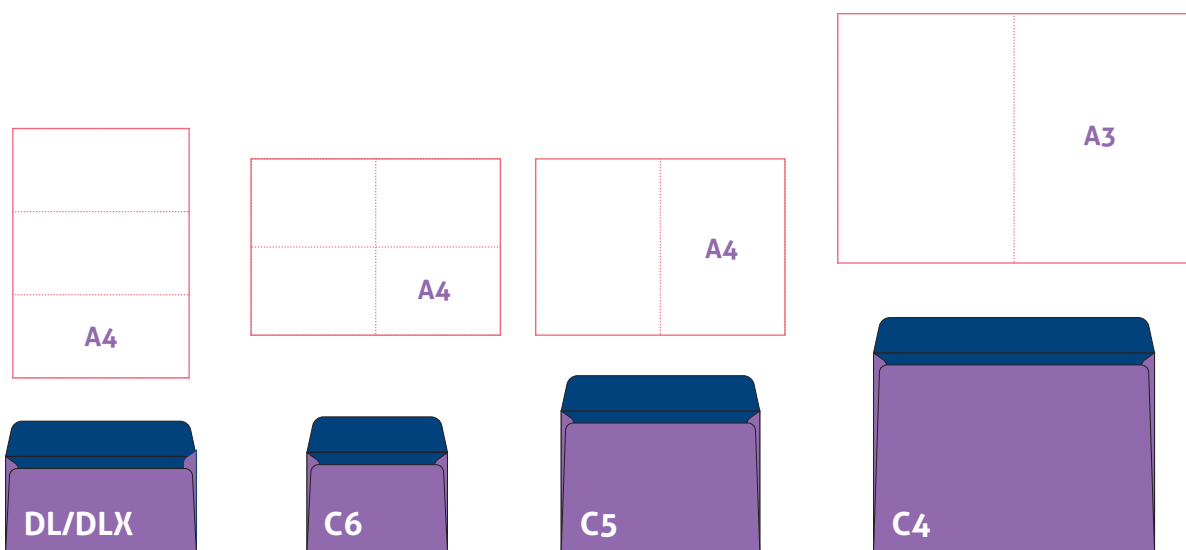
The A-standard paper sizes provide versatility across a scalable range that ensures compatibility and consistency across a broad range of printing applications.



Envelopes

Folding for mail and envelope sizes

Since the A-standard paper sizes and envelope sizes are all internationally standardised to ISO 216 and ISO 269 respectively, it makes the process of selecting the right envelope to suit your paper size straightforward. Our diagram below illustrates the final document size after the paper is folded and the correct envelope size to accompany it.



Envelope Sizes

Envelopes come in many different sizes to cater to a variety of mailing needs. The standard envelope sizes are determined by the international standard ISO 269, which are typically intended for use with paper sizes that adhere to the ISO 216 standard. Each envelope size is designed to accommodate specific document dimensions, offering practicality and versatility for a range of mailing purposes:

The DL (short for Dimension Lengthways) envelope is a common choice for business correspondence and direct mail, as it accommodates an A4 sheet folded into thirds. The C5 envelope is suitable for mailing A5-sized documents, such as invitations and marketing materials. A popular option for sending standard letters, invoices, and documents that must remain flat is the C4 envelope, which comfortably fits unfolded A4 sheets. For larger or bulkier items, such as a stack of documents, the B4 envelope offers a slightly larger alternative.



Banker



Wallet



Pocket

Sizes

C6	114 x 162 mm
B6	176 x 125 mm
DL	110 x 220 mm
DLX	120 x 235 mm
C5	162 x 229 mm
B5	176 x 250 mm
B4	250 x 353 mm
C4	229 x 324 mm
C3	324 x 458 mm



Envelope Styles

The Banker envelope is rectangular, and the flap folds over along the top edge. The flap tapers to a deep triangular point. This envelope is ideal for official documents, business letters, and legal correspondence.

The Wallet envelope is rectangular and opens along the top long edge and has a shallow straight flap. This envelope is practical for a range of personal and business uses and generally comes with a "peel-n-seal" glue strip.

The Pocket envelope has its flap on the shorter side and serves as an alternative to the usual closures. These envelopes are made for the secure containment of your contents, and they are a dependable option for various purposes, including mailing letters, and invitations

Envelope Terms

When ordering your envelopes from Lane Communications, we use the following terms to define some of your envelope features:

- PS: Peel and Seal
- SS: Self Seal
- W/F: Window Face
- LS: Lick and Stick
- O: Outside Side Seam

Face

- Plain Face: No window
- Window Face: The front has a clear plastic window to show the addressing panel that is usually printed at the top of a letterhead

Internal Lining

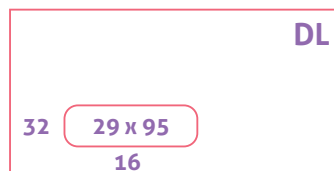
- Non-Secretive: Plain paper, the envelope could be slightly transparent
- Secretive: The paper has a printed internal pattern that prevents the enclosed document from having any show-through.



Envelope window placement guide

When opting for a window face envelope, the location and size of the window will vary depending on what sized envelope you have selected. Refer to the diagram below that indicates the placement and window sizes of standard envelopes.

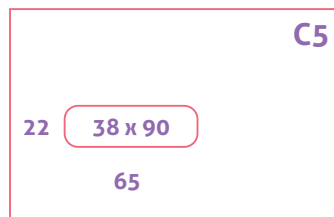
Whether you are a business professional seeking polished marketing collateral or an individual aiming for that unique "pop," Lane Communications can help you elevate your printing experience. Explore our world of paper and envelopes to transform your vision into a reality.



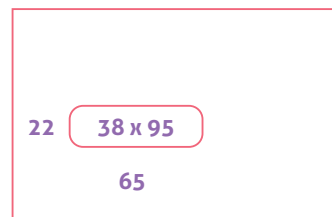
DL/DLX Barcode (larger window)



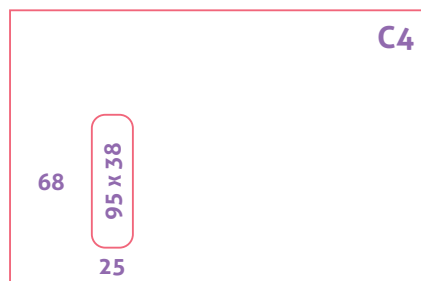
DL Special Window Position



C5 Standard



C5 Barcode (larger window)



C4 Standard