

Most envelopes come in two standard orientations:

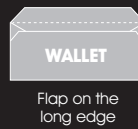
Pocket or Wallet Envelopes vary in weight...

...from a lightweight **70 grams** to a heavyweight **130 grams**. Heavyweight papers are stronger and offer greater protection. They also create a great first impression.

Flap on the short edge



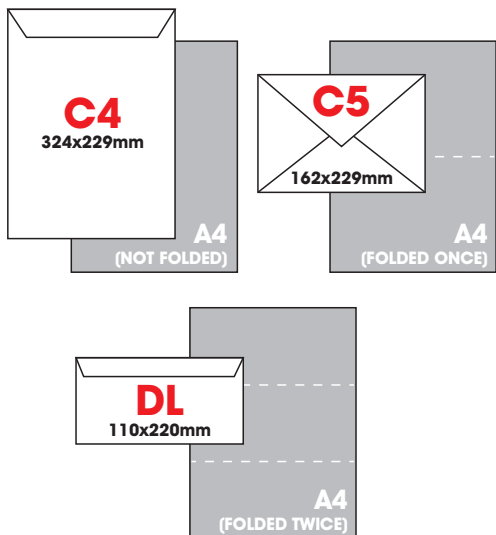
POCKET



WALLET

Flap on the long edge

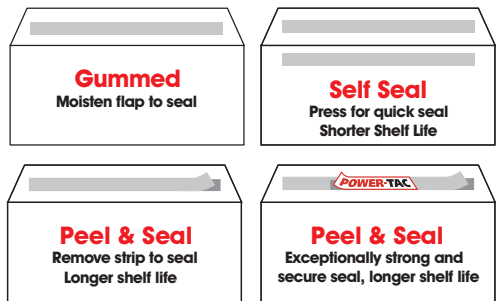
1 What is the size of the item you are sending?



2 What type of envelope do you require?

<p>GUSSET Expandable envelopes are for sending bulky items</p>	<p>BOARD BACKED Hard backed envelopes are for sending items which need to remain flat</p>	<p>COLOURED WHITE MANILLA</p>
<p>SECURITY Security envelopes are tear & burst resistant, offering protection for important documents</p>	<p>POLYTHENE Polythene envelopes are light and strong and ideal for mail order</p>	<p>WAGE A cost effective way to hand wages and wage slips out to employees</p>
<p>WINDOW The size and position of the window is always described with the flap upwards*</p>		
<p>*Window size is measured height (A) x width (B). Window position is measured by the width in from the left-hand side (C) and the height up from the base (D).</p>		
<p>Landscape Window</p>		<p>Portrait Window</p>

3 Choosing different sealing options...



Gummed Envelopes
Also referred to as 'lick & stick'. This is the most common sealing method. Moisten the layer of adhesive along the envelope flap, and close.

Self Seal Envelopes
Contains a strip of gum on each flap which when pressed together forms an instant bond.

Peel and Seal Envelopes
Peel away the release tape from the flap to reveal a strip of gum and press down to form an instant bond.

4 Sending your items...

Don't pay more than you need to: The price you pay to send an item by post, depends on its size, weight and thickness. Packages that can fit through a recipients letterbox will be delivered on the first attempt, leading to a reduction in costs associated with repeat deliveries.

Which format is the item you're sending?

FORMAT	EXAMPLES	MAX WEIGHT	MAX LENGTH	MAX WIDTH	MAX DEPTH
<p>Letter</p>	<ul style="list-style-type: none"> • Greetings cards • Personal letters • Postcards • Bills 	100g	24cm	16.5cm	5mm
<p>Large Letter</p>	<ul style="list-style-type: none"> • A4 documents • Certificates • Magazines • CD or DVD in case • Large greetings cards with badges 	750g	35.3cm	25cm	2.5cm
<p>Small Parcel</p>	<ul style="list-style-type: none"> • Catalogues • Gifts • Samples 	2kg	45cm	35cm	16cm