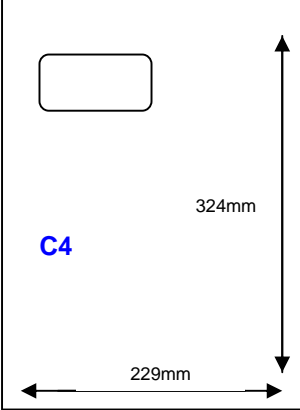


Envelope & Paper Sizes - Production Considerations

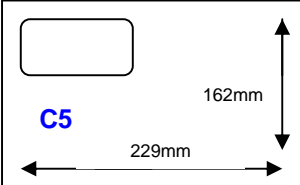
As a general rule the larger the pack the greater the cost with C4 being the most expensive. A C4 envelope will take an A4 sheet without folding.



C4

C4

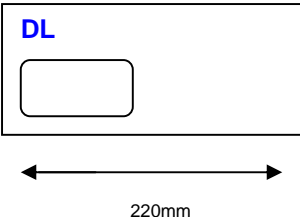
- Higher Cost involved - not always machinable
- A C4 pack will often weigh over 60gms
- For Hand enclosing the flap is normally on the Short edge and Self Seal
- For Machine enclosing the flap must be on the long edge and Gummed
- Window position varies – confirm before setting letter text position



C5

C5

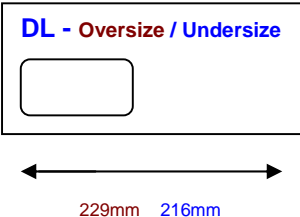
- More cost effective than C4
- Can be machine enclosed – the flap must be on the long edge and Gummed
- Be aware of the weight
- The flap must be on the long edge
- Window position varies – confirm before setting letter text position



DL

DL

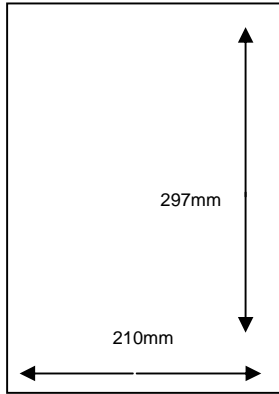
- As cost effective as C5 - the flap must be on the long edge and Gummed
- For Hand enclosing only – not machinable
- Window position varies – confirm before setting letter text position



DL - Oversize / Undersize

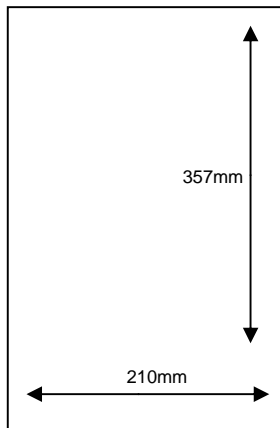
DL – Oversize & Undersize

- Oversize is the most cost effective when machine enclosed
- The flap must be on the long edge and Gummed
- Outer Envelope 114mm x 229mm
- Business Reply Envelope 106mm x 216mm – can also be used with standard DL envelope



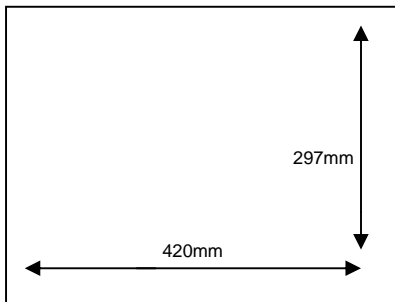
A4 Sheet

- Can be lasered anywhere on the sheet**
- Simplex or Duplex**
- Black or Colour Print**



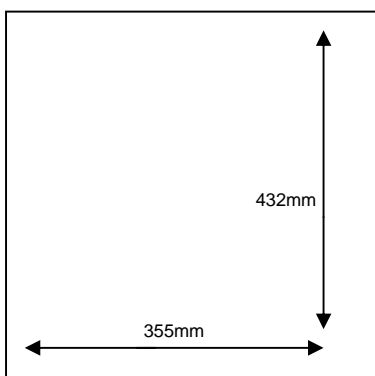
Extended A4

- An ideal format if you have one personalised piece such as a letter with a Cheque or Reply Slip attached**
- Can be lasered anywhere on the sheet**
- Simplex or Duplex**
- Black or Colour Print**



A3 Sheet

- This is ideal if you want to keep as one piece or you could fold and trim to separate items**
- Base stationery is printed as one item**
- Can be lasered anywhere on the sheet**
- Simplex or Duplex**
- Black or Colour Print**



Oversized A3 Sheet

- This is ideal if you want to keep as one piece or you could fold and trim to separate items**
- Base stationery is printed as one item**
- Can be lasered anywhere on the sheet**
- Simplex or Duplex**
- Black or Colour Print**