About Envelopes

At Pacific Press, we offer a multitude of standard size envelopes printed in one to four colors. We have included sizes of a few of the standard size envelopes for you to consider. Full Color envelopes are printed on full size flat sheets and then converted. We also offer blank envelopes.

Designing for Standard Size Envelopes

Since the size of the envelope must correspond with the final size of the piece that fits inside, it is often said that projects involving envelopes need to be "designed backwards."

In planning a project that will go inside an envelope, determine the envelope size you will use first, then size the item to fit. About 1/8" clearance on all four sides of the inside piece is recommended, but be sure to consider such factors as the weight of the stock being printed, how many items need to go into the envelope (for example, is there a reply card), etc.

Although there are envelopes to fit almost any size, many of these are specialty items; for budgetary (and postal) reasons, it often makes sense to plan for a standard envelope size, since these are readily available to Pacific Press at wholesale prices via our paper vendors.

At Pacific Press, we offer many different envelope sizes, shown below are just a few. For more sizes and pricing please contact our office. We also offer greeting cards and folding cards to fit within these:

A2 Envelope: (4.375 x 5.75") accommodates 4 x 5.5" greeting cards.

A6 Envelope: (4.75 x 6.5") accommodates 4.25 x 6" and 4.5 x 6.25" greeting cards.

A7 Envelope: (5.25 x 7.25") accommodates 5 x 7" greeting cards.

#9 Envelope: (3.875 x 8.875") fits standard letter size items folded twice to 8.5 x 3.66"

#10 Envelope: (4.125 x 9.5") loosely fits standard letter size items folded twice to 8.5 x 3.66"; also ideal for 4 x 9" rack cards and 4 x 9" folding cards.

#6 1/2 & #9 1/2 Remittance Envelope: This is a smaller envelope that is used to return a reply card. Remit envelopes may also have an extended back flap. The flap serves multiple purposes—it allows the insertion of a check, the inclusion of contact information, or forms a tear-away information flap.

Envelope Production Notes

Please keep in mind when designing your envelope:

- Leave a .3125" margin all the way around the envelope. If you'd like to print closer to the edge or bleed color off the edge, talk to us for the best way to achieve this.

- Bleeds are not recommended. Unlike our other print products where the paper outside the crop marks gets trimmed away, the envelope paper gets folded to the back side, so the ink printed beyond the edge of the front will show. Likewise, if your design gets too close to the edge of the front of the envelope, it may get slightly clipped and folded to the back.

- Careful with borders. Like on all our products, we recommend at least 1/4" on all white borders. The expected tolerances of high speed folding machines means that the location of the fold can vary slightly from envelope to envelope. If a white border is too thin, this anticipated imperfection will be more obvious.

Envelope Printing and Converting

Full Color Envelopes are manufactured from flat sheets on specialty equipment using steel dies which cut the sheets to the proper shape. The sheets are transferred to high-speed machines that affix glue to the seams, then fold and complete the envelope.

We print your artwork on flat sheets and then send them to a speciality bindery company for convert them as described above. This is a preferred printing method since all parts of your job can be printed using the same press technology, so we can achieve a superior color match. While color printing of blank envelopes can be done on special envelope presses, the color match from press to press will not be as good.

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