

Envelope Guide: Types, Sizes, Materials

Looking for the right envelope for your mail?

We created this guide to give you a quick overview of common envelope types, sizes, materials, closures, flaps, and finishes so you can find the best option for your project. And don't worry, if you need a custom-made solution, we've got you covered.



Envelope Types

Different types of envelopes are built for different uses. Choosing the right one helps improve presentation, protect your materials, and simplify mailing.

Type	Description	Best For
Commercial	Standard business envelopes	Letters, invoices, direct mail
Announcement (A-style)	More formal, balanced shape; between commercial and square	Invitations, cards
Square	Exact square; eye-catching; extra postage cost	Marketing, invitations
Booklet	Opens on long side	Multi-page documents, brochures
Catalog	Opens on short side; stronger	Heavy contents, large documents

Envelope Sizes

This breakdown shows how big the different envelope sizes are. Each envelope size can be used for almost any project, but here are some of the most common use cases.

Type	Description	Best For
#6¼	3½" x 6"	Small mailings, statements
#6¾	3⅝" x 6½"	Checks, statements
#7	3¾" x 6¾"	Folded documents
#7¾	3⅞" x 7½"	Business correspondence
#9	3⅞" x 8⅞"	Reply envelopes
#10	4⅞" x 9½"	Standard business letters
#11	4½" x 10⅝"	Larger documents
#12	4¾" x 11"	Brochures, expanded mailings
#14	5" x 11½"	Large flat documents
A-6	4¾" x 6½"	Invitations, cards, announcements
A-7	5¼" x 7¼"	Invitations, cards, announcements
A-8	5½" x 8⅞"	Invitations, cards, announcements
A-9	5¾" x 8¾"	Invitations, cards, announcements
A-10	6" x 9½"	Flat mailings
Booklet	9" x 12"	Multi-page documents, reports, presentations
Catalog	12" x 9"	Large-format materials, catalogs, marketing kits

Custom sizes are also available depending on your project requirements.

Envelope Materials

Material affects both how your envelope looks and how it performs. The right choice depends on how important presentation is, how the envelope will be handled, and the type of message you are sending.



White Wove

White wove is a smooth, uncoated paper that is widely used for everyday envelopes. It offers a clean, professional look and prints clearly, especially for text-heavy designs. These are also the most cost effective option.

Best for: Invoices, statements, business correspondence, and high-volume mailings where cost and consistency are the priority.

Coated

Coated envelopes have a treated surface that allows ink to sit more cleanly on the paper. This process results in sharper images, richer colors, and a more polished appearance.

Best for: Branded mail, promotional campaigns, and any envelope that includes logos, graphics, or bold design elements where visual impact matters.

Textured/Specialty

Textured and specialty materials add a distinct feel that stands out the moment someone picks up the envelope. These can range from subtle finishes to more noticeable textures that create a premium impression. Some options include linen, felt, and stipple.

Best for: Invitations, announcements, and high-end marketing pieces where you want to elevate the experience and signal quality before the envelope is even opened.

Flap Options

Flap choices affect both usability and presentation.

- Commercial: Angled, standard business look
- Wallet: Straight and narrow, clean appearance
- Square: Straight across, balanced look
- Pointed: Angled to center, more formal feel
- Catalog: Deeper flap for added strength

Envelope Customization Options

Enhancements can improve both function and visual appeal:

- Full-color and full-bleed printing
- Window envelopes for visibility
- Peel & seal adhesive strips for fast, clean sealing

How to Choose the Right Envelope

Use the examples below as a guide when selecting your envelope:

- If you're sending standard business letters → Use a #10 commercial envelope
- If you're sending invoices with return envelopes → Use a #9 reply envelope with a #10 outer envelope
- If you're sending invitations or cards → Use an A-7 or any A-style envelope
- If you're sending marketing pieces and want to stand out → Use square or coated envelopes
- If you're sending multi-page documents → Use booklet envelopes (12" x 9")
- If you're sending heavy or large materials → Use catalog envelopes (9" x 12")

Let's Get Started

Have a mailing project coming up? Our team can help you choose the right envelope based on your content, goals, and budget.

Contact us today to get started.

