Direct Media Communications

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STATIONERY COMPONENTS SIZE GUIDE

#1 Baby

envelope
2 1/4" x 3 1/2"

flat card
2" x 3 1/2"

Place Card

folded card
3 1/2" x 2 1/2"

4-Bar

envelope
3 5/8" x 5 1/8"

folded card
3 1/2" x 4 7/8"

flat card
3 1/2" x 4 7/8"

A2

envelope
4 3/8" x 5 3/4"

folded card
4 1/4" x 5 1/2"

flat card
4 1/4" x 5 1/2"

A6

envelope
4 3/4" x 6 1/2"

folded card
4 1/2" x 6 1/4"

flat card
4 1/2" x 6 1/4"

A7

envelope
5 1/4" x 7 1/4"

folded card
5" x 7"

flat card
5" x 7"

A7.5 outer envelope
5 1/2" x 7 1/2"

A9

envelope
5 3/4" x 8 3/4"

flat card
5 1/2" x 8 1/2"

foldover enclosure
5 1/2" x 8 1/2"

5 3/4" Square

envelope
5 3/4" x 5 3/4"

folded card
5 1/2" x 5 1/2"

flat card
5 1/2" x 5 1/2"

#9

#9 envelope
3 7/8" x 8 7/8"

#10

envelope
4 1/8" x 9 1/2"

Presentation

Letter-size paper
8 1/2" x 11"

Legal-size paper
8 1/2" x 14"

Ledger/Tabloid-size paper
11" x 17"