

USEFUL INFORMATION

OUR ENVELOPE RANGE



A brand with a long tradition in envelopes, covering a complete range of envelope sizes, types and weights; in both manilla and white.

Manilla

Niger 70gsm
Congo 80gsm
Amazon 90gsm
Tiber 115gsm

White

Severn 80gsm
Spey 90gsm

Gusset

Zambesi 115gsm

Board Backed Humber

115gsm Manilla
(C4 White & Manilla)

Trent

550 Micron White

Glassine

Isis 70gsm

Air Mail

Indus 80gsm

Communiqué

A high quality range, made to exacting standards using the best heavier weight papers available. Our Superseal adhesive is hot melt, which offers instant and permanent closure with a high level of security.

100/120gsm

AVON

GREETINGS CARD ENVELOPES

A full range of greetings card envelope sizes in white, silver and gold in a range of paper weights.

80/90/100gsm

Classic

A fully comprehensive range of established envelope formats and styles; available in 3 key weights. Also includes excellent mailing wallets.

70/80/90gsm



Mailing wallet range specifically designed for high speed mailing machines.

80/90/100gsm

OPPORTUNITY

The top selling lines bought on the day at the most competitive prices.

80/90/100gsm

ALABASTER

White fluorescent envelopes for special occasion cards, with a traditional tuck flap.

120gsm

DuPont™

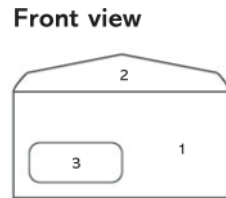
Tyvek®

Tough highly durable range, made from Dupont Tyvek * for the most demanding of uses; both in plain and gusset styles.

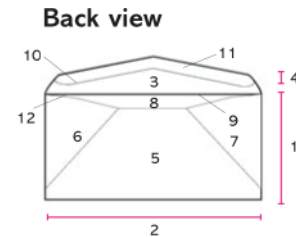
54gsm

THE ANATOMY OF THE ENVELOPE

You may never need to know what each part of an envelope is called, but it is always useful to have this information to hand just in case someone queries the size of the flap or the throat measurement.



- 1 face
2 (top) flap
3 window



- | | |
|-----------------------|------------------------|
| 1 depth | 7 right hand side seam |
| 2 length | 8 throat |
| 3 (top) flap | 9 top flap crease |
| 4 (depth) of flap | 10 gum line |
| 5 back flap | 11 gum area |
| 6 left hand side seam | 12 shoulder |

TYPES OF ENVELOPES

Diamond Flap



Traditionally used for greetings
card envelopes

Standard Wallet



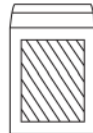
Opens along the long edge, the most common form of envelope in use today

Pocket



Opens along the short edge and used extensively for business communications

Board Backed



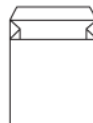
Used wherever the contents need some form of protection.
Printed 'Please do not bend' in red

Constanzia (mailing) Wallet



General construction as Standard Wallet, but with the side seams folded outside the back flap. Ideal for filling machine use

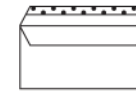
Gusset



Envelopes with expanding side and bottom seams and extra length flap, to take bulky items, such as catalogues

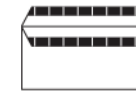
TYPES OF CLOSURE

Gummed Flap



The flap has a strip of gum which must be moistened and secured down to seal

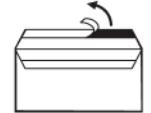
Self Seal



The bottom part of the flap is folded down, as is the top part. Both parts have a strip of latex. To seal, the top and bottom parts of the flap are lifted and the top part then folded over the bottom part and pressed together to form a seal

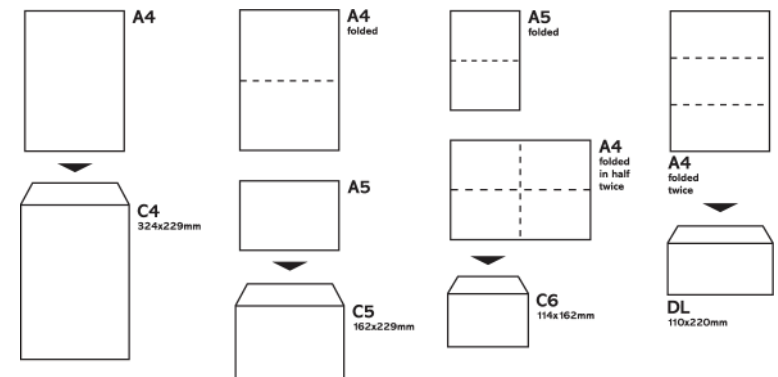
Superseal

(Peel and Seal)



An area of gum is applied to the flap and a silicone strip is attached. This strip is removed and the exposed gummed flap is turned down over the back of the envelope and pressed down to securely seal

WHICH ENVELOPES SUIT WHICH PAPER?



HOW TO MEASURE THE WINDOW SIZE AND POSITION

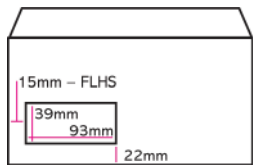
If you are requesting a window on your envelope, it is important you ask for the measurement and position in the correct way, otherwise you may find you do not receive exactly what you want.

Always measure with the flap at the top and, again, the first dimension of a window is the depth. The window position is measured up from the bottom and from the left hand side.

For example:

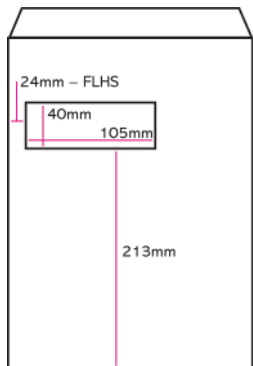
- 1 You need a wallet envelope with the window to be 39 x 93mm and positioned 22mm up from the bottom and 15mm from the left hand side (FLHS).

The illustration below shows how this should be presented when requesting this envelope with these dimensions.



- 2 In addition, a pocket envelope you need is to have a 40 x 105mm window, positioned 213mm up and 24mm FLHS.

The illustration below shows how this should look when presented for quotation or ordering.



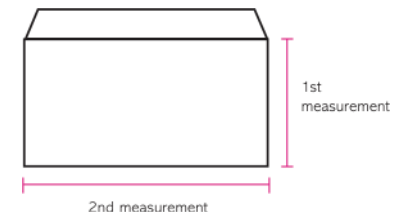
It is important when ordering envelopes you request them in the correct way. Some sizes, such as DL, C5 and C4, are available as either wallets or pockets.

The traditional method of showing the type (wallet or pocket) is based on the first dimension, which is always the depth and measured with the flap at the top. So, how you state the size will indicate the style.

For example:

324 x 229 mm = pocket

229 x 324 mm = wallet





We are the experts in envelope and overprinting techniques, offer an unrivalled service to large and small users. Our overprinting experience and UK wide logistics fleet ensures we are able to offer a service that's second-to-none.

Through our extensive branch and field sales network, we can offer advice to enable you to obtain envelopes printed and delivered to fit your budget.

BESPOKE ENVELOPES

In addition to our stock envelope offer, we also supply special envelopes to meet specific requirements or standard sized envelopes in larger quantities than normally available from stock.

Your local branch, working together with our in-house specialists, is able to supply these at competitive prices and within agreed delivery timescales.

Full details of both our overprint and bespoke envelope services, including prices, can be obtained from you local branch

OVERPRINTING

Most of our envelopes can be overprinted using our reliable and competitively priced litho overprint service. The expertise gained over many years places us in a position to satisfy small, specialist requirements as well as having in place the necessary planning systems to supply large, long-term contract customers.



We take our responsibility to the environment very seriously and as such have a clear environmental policy and objectives as part of our Corporate and Social Responsibility Policy.

This extends to our extensive Envelope offer, many of which benefit from the following certifications.



Currently there are two independently certified chain of custody programmes, the Forest Stewardship Council (FSC) and the Programme for the Endorsement of Forest Certification (PEFC).



A number of our products are also produced from 100% recycled fibre. In 2010 all of our manilla envelopes are moving to 100% recycled from UK (lower carbon footprint) sources.