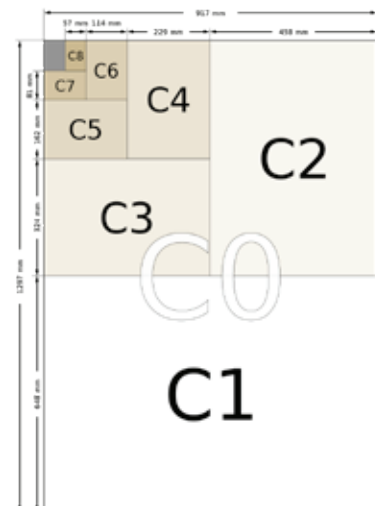
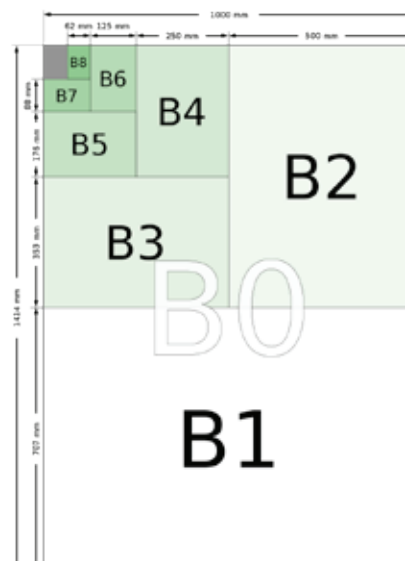
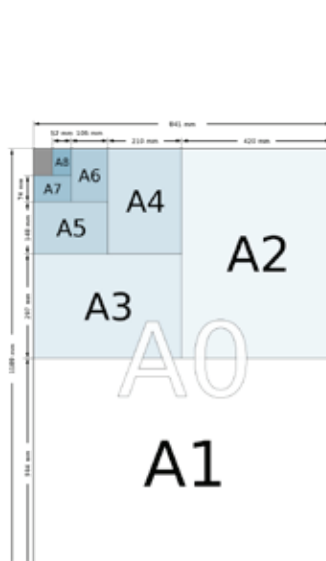




# paper sizes

## International Standard

Size	A series		B series		C Series	
	mm x mm	in x in	mm x mm	in x in	mm x mm	in x in
0	841 × 1189	33.1 × 46.8	1000 × 1414	39.4 × 55.7	917 × 1297	36.1 × 51.1
1	594 × 841	23.4 × 33.1	707 × 1000	27.8 × 39.4	648 × 917	25.5 × 36.1
2	420 × 594	16.5 × 23.4	500 × 707	19.7 × 27.8	458 × 648	18.0 × 25.5
3	297 × 420	11.7 × 16.5	353 × 500	13.9 × 19.7	324 × 458	12.8 × 18.0
4	210 × 297	8.3 × 11.7	250 × 353	9.8 × 13.9	229 × 324	9.0 × 12.8
5	148 × 210	5.8 × 8.3	176 × 250	6.9 × 9.8	162 × 229	6.4 × 9.0
6	105 × 148	4.1 × 5.8	125 × 176	4.9 × 6.9	114 × 162	4.5 × 6.4
7	74 × 105	2.9 × 4.1	88 × 125	3.5 × 4.9	81 × 114	3.2 × 4.5
8	52 × 74	2.0 × 2.9	62 × 88	2.4 × 3.5	57 × 81	2.2 × 3.2
9	37 × 52	1.5 × 2.0	44 × 62	1.7 × 2.4	40 × 57	1.6 × 2.2
10	26 × 37	1.0 × 1.5	31 × 44	1.2 × 1.7	28 × 40	1.1 × 1.6



# envelope size guide

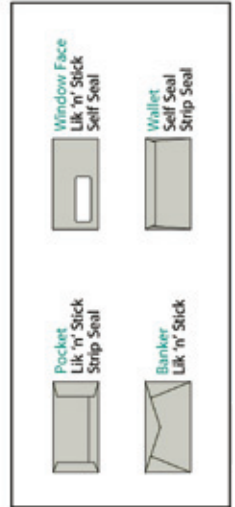
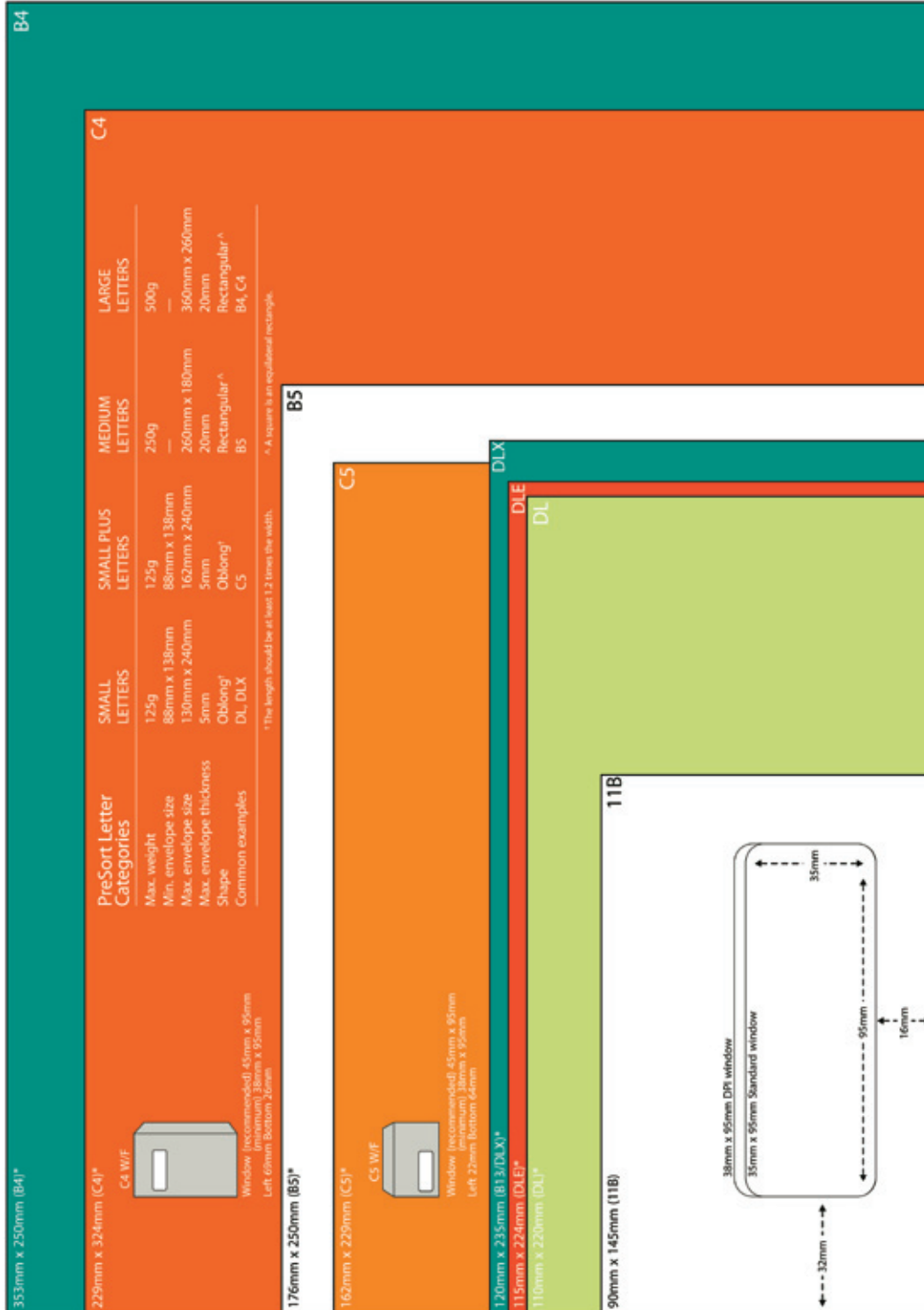
## Envelope Terms

- Lik 'n' Stick**  
Moisten flap to seal, used for machine insertion and maximum security.
- Strip Seal**  
Lift flap, peel and press gummed surface together to seal, used for hand insertion.
- Wallet**  
Squared flap self seal envelope opening on long side.
- Pocket**  
End opening lick seal or strip seal opens on short side.
- Plain**  
Non window envelope, also called full face or correspondence envelope.
- Banker**  
Vee flap lick seal envelope opening on long side.
- Secretive**  
Security pattern inside envelope to prevent see through. Secretive is standard in window face but not usual in plain face. Security patterns may be customised to suit your requirements.

## Standard Sizes

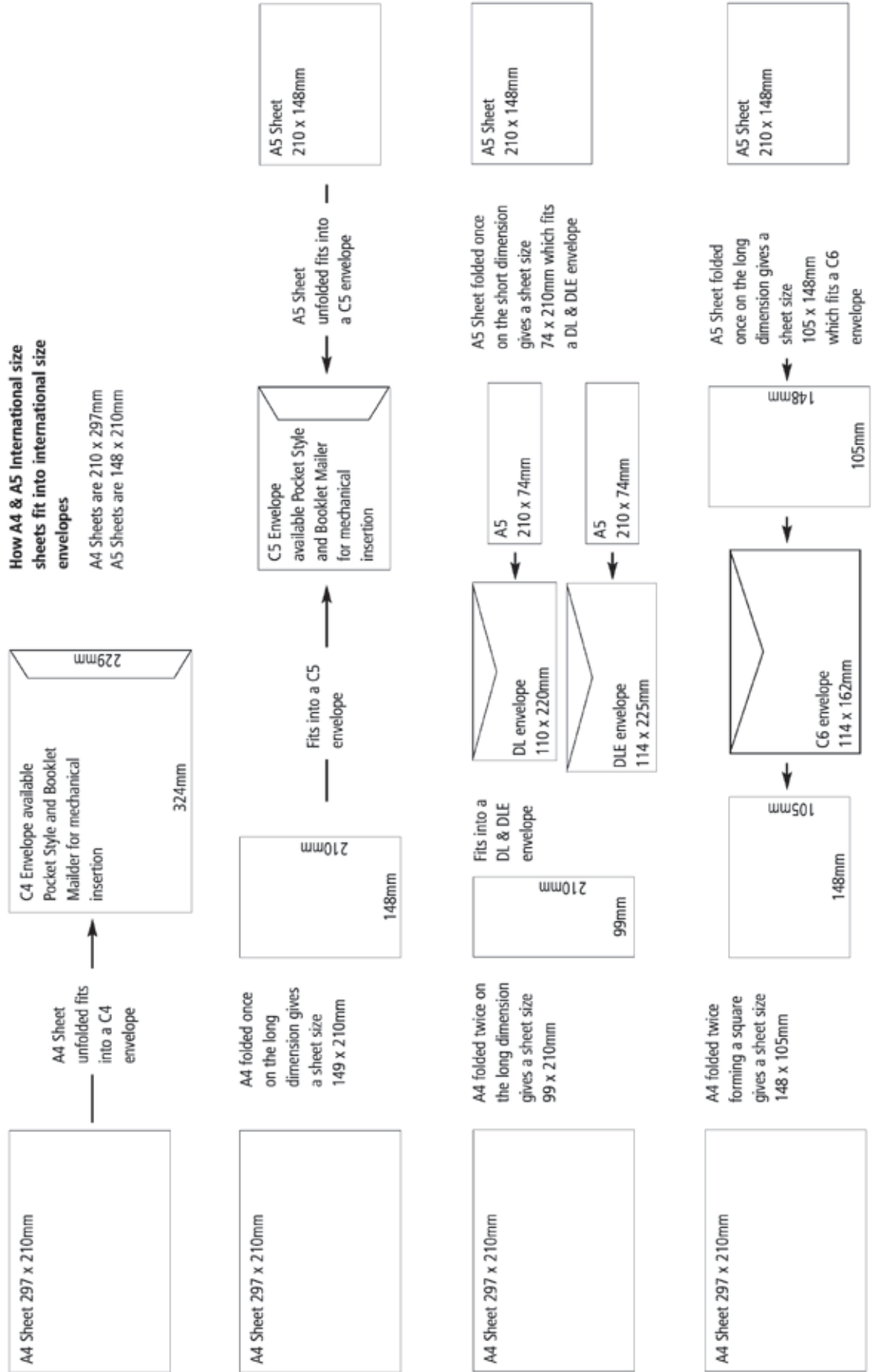
### Banker & Wallet

- 90mm x 145mm (11B)
- 92mm x 165mm (12½)
- 100mm x 230mm (Cheque)
- 110mm x 220mm (DL)
- 110mm x 162mm (C6)
- 114mm x 225mm (DLE)
- 120mm x 235mm (DLX)
- 125mm x 324mm (B6)
- 162mm x 229mm (C5)
- 176mm x 250mm (B5)
- 229mm x 324mm (C4)
- 250mm x 353mm (B4)





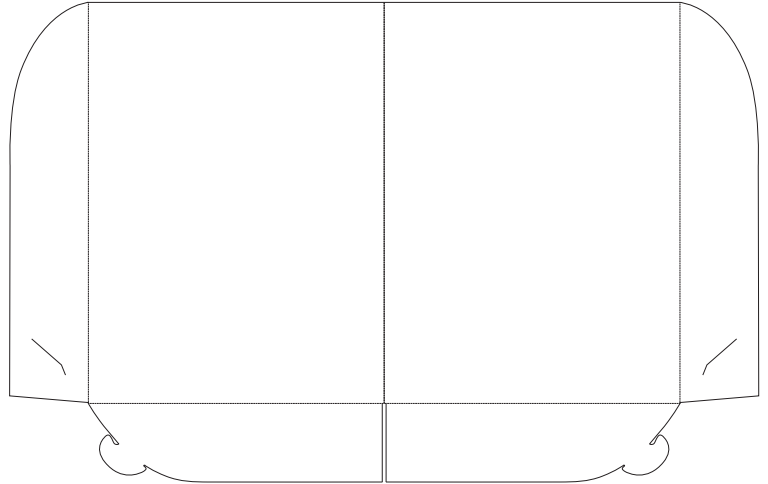
# envelope size guide



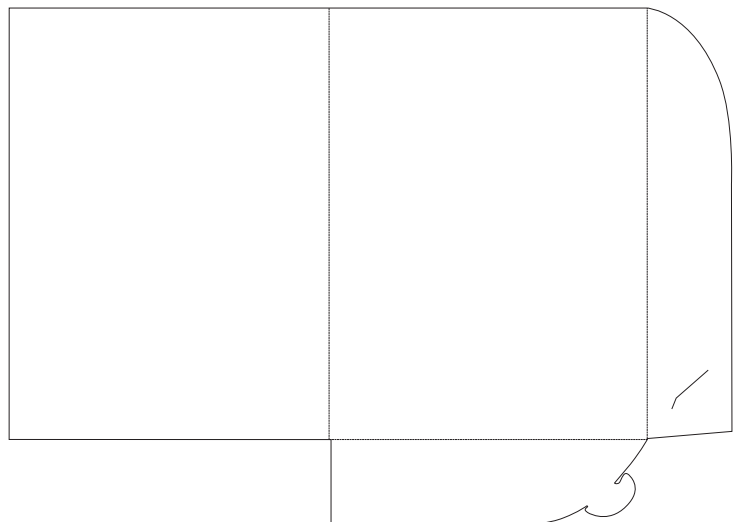


# presentation folders

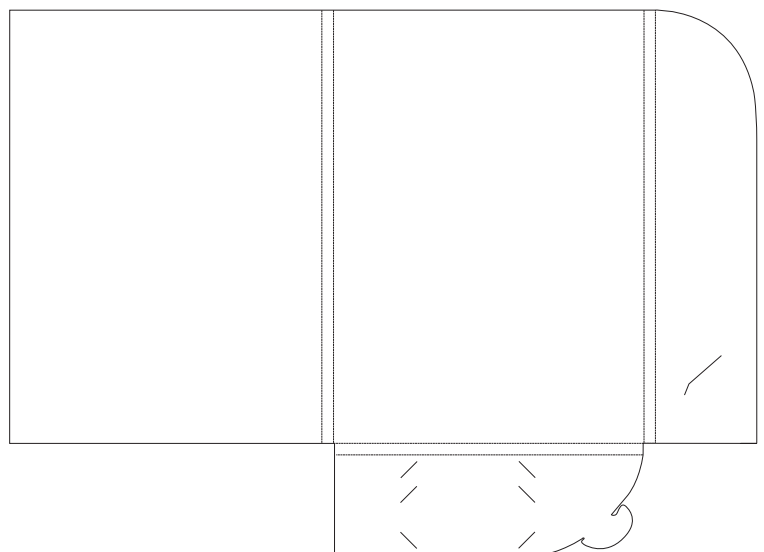
Zip 2 pocket A4  
with or without  
90x55 business card slot



Zip 1 pocket A4  
with or without  
90x55 business card slot



Zip 1 pocket A4 extra  
with choice of business card slots:  
**standard** 90x55 mm  
**small** 90x40 mm  
on this folder only



**Templates are available to set up your own artwork.**

**Artwork charges based on basic typesetting and layout only, additional charges apply for further design work.**

**Printed on Zip Smooth Finish 250gsm white board. Specialty stocks and finishes subject to quotation.**