

## TABLE OF CONTENTS

TERMS AND CONDITIONS . . . . .	1
BRIGHT WHITE WOVE ENVELOPES: Commercials, Booklets . . . . .	2
CD/DVD WINDOW ENVELOPES: White Wove . . . . .	2
BOND ENVELOPES: Capitol Bond, Classic Laid, Classic Linen, Classic Crest. . . . .	3
BOND ENVELOPES: Strathmore Writing, Strathmore Writing Laid, Strathmore Recycled . . . . .	4
COMMERCIAL REGULARS: White Wove, Colored Wove, Brown Kraft . . . . .	5
COMMERCIAL WINDOWS: White Wove . . . . .	6
BLACK WOODGRAIN TINT REGULARS: White Wove . . . . .	7
BARONIAL ENVELOPES: White Vellum . . . . .	7
EASY-TO-SEAL: White Wove, Black Woodgrain Tint . . . . .	8
COUPON FLAP – COST CUT: White Wove . . . . .	8
BLACK WOODGRAIN TINT WINDOWS: White Wove . . . . .	9
RECYCLED: Regulars, Glassine Window . . . . .	10
BOOKLET ENVELOPES: White Wove, Brown Kraft . . . . .	11
BOOKLET ENVELOPES: White Wove, Imprinted First Class . . . . .	12
OPEN ENDS: White Wove, Brown Kraft, Gray Kraft . . . . .	13
OPEN ENDS - PEEL TO SEAL: White Wove, Brown Kraft . . . . .	14
OPEN ENDS IMPRINTED FIRST CLASS MAIL: White Wove, Brown Kraft . . . . .	15
CLASP ENVELOPES: Manila, Brown Kraft. . . . .	15
COIN ENVELOPES: White Wove, Brown Kraft . . . . .	16
INTER-DEPARTMENTAL CORRESPONDENCE . . . . .	16
TYVEK® PEEL TO SEAL: Flat Envelopes, Expansion Envelopes. . . . .	17
TUFF-e-NUFF PEEL TO SEAL: Open Side, Open End. . . . .	18
MEASURING A WINDOW . . . . .	19
DIGITAL ART GUIDELINES . . . . .	20
CAMERA READY ART . . . . .	21
CUSTOMER SUPPLIED DISKS . . . . .	21

# TERMS AND CONDITIONS

## TERMS

- Payment terms are 1% 15 Days -Net 30 from ship date.
- New accounts to supply three references for credit evaluation.
- All terms, conditions and prices are subject to change without notification.

## CONDITIONS

- MINIMUM ORDER - minimum order is \$100.00.
- CUSTOM MADE ORDERS - There is a 5M minimum quantity for custom made orders. All custom made orders must be substantiated by a written purchase order.
- CARTON LOTS - All quantities in this catalog are per M based on full cartons. We do not break cartons.
- FREIGHT TERMS - Deliveries by Worcester Envelope truck will be without charge to customer on 10 cartons or more within our delivery area and truck schedule. All other deliveries will be shipped best way, F.O.B. our plant prepaid and charged to customer unless quoted differently.
- QUOTATIONS - Quotations are subject to change after 30 days from date of quotation. Telephone quotes are subject to revision upon receipt of order and related sample(s). If freight charges are included in a quoted price, additional charges will be added for split shipments or other delivery, handling, or warehousing costs not specified at the time of inquiry.
- RETURNED GOODS POLICY - Stock items that have not been printed or otherwise converted may be returned for credit within one month of shipping date. A 15% restocking charge with a minimum of \$25.00 and a maximum of \$100.00 will apply.

All returned goods must be approved by Customer Service who will issue a pickup slip authorization return number. Goods returned without Customer Service approval will not be accepted.

- SPECIAL MANUFACTURING ORDERS - Pertains to all non-stock items. In accordance with common trade practice, customers are expected to accept normal overages or underages on special manufacturing items. Our policy is:

up to 10M	+/- 20%
over 10M to 99M	+/- 10%
100M to 499M	+/- 5%
500M and over	+/- 3%
- CANCELLATION - The cancellation of an order after the order has been processed is subject to administrative charges and all costs incurred up to the point of cancellation.
- CHANGE ORDERS - The change of an order after the order has been processed is subject to administrative charges and all costs incurred up to the point of the change. Changes may also result in production delays.
- PROOFS - Proofs are available at customer request. Additional charges apply for second proof request due to customer changes.
- LIMITS OF LIABILITY - Worcester Envelope Company's liability is limited to replacing product which does not meet industry standards that has not undergone further conversion (printing, inserting, etc.) by the customer. We are not responsible for unavoidable variations in color, shade, finish, strength, weight and cleanliness which are within the paper manufacturer's tolerance. Also, we are not responsible for loss or damage to products due to an accident, mechanical failure, or act of God that may occur during shipment, other than shipment in our trucks.

Worcester Envelope Company • 22 Millbury Street, P.O. Box 406 • Auburn, MA 01501-0406  
508-832-5394 • Inside Mass. 800-322-3048 • Outside Mass. 800-343-1398  
FAX 508-832-3796 • FAX 800-211-7112

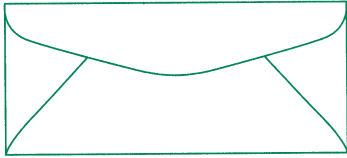
# AUBURN BRIGHT WHITE ENVELOPES

**Premium 24 lb Bright White Wove • Environmentally Responsible**

**Chlorine Free Sheet • Brightness 95 • Opacity 90**

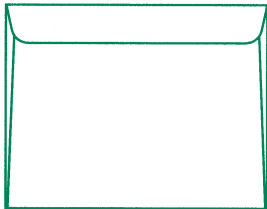
**Open Side Diagonal Seam Style**

**Regular and Poly Window**



The window size is 1 1/8 x 4 1/2 positioned on face 7/8 left, 1/2 bottom

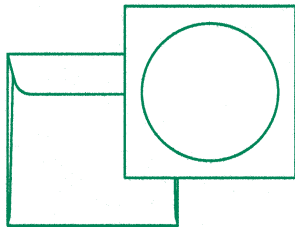
Item	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
10 Regular	4 1/8 x 9 1/2	ABW2410	24	2 1/2 M	14	90
10 Poly Window	4 1/8 x 9 1/2	ABW2410PW	24	2 1/2M	14	90



**Open Side Two Side  
Seam Booklet Style**

Item	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
6 1/2	6 x 9	ABW24612BK	24	500	18	60
9 1/2	9 x 12	ABW24912BK	24	500	34	27

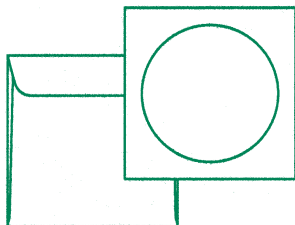
# CD/DVD WINDOW ENVELOPES



**CD/DVD Envelopes 25 Per Box**

24 White Wove, Clear 4" Window, Packed 250 Per Carton,  
Ungummed Square Flap

Size	Product Code	Lbs/M
5 x 5	CD255X5	10



**CD/DVD Envelopes 50 Per Box**

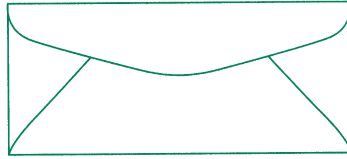
24 White Wove, Clear 4" Window, Packed 500 Per Carton,  
Ungummed Square Flap

Size	Product Code	Lbs/M
5 x 5	CD505X5	10

Worcester Envelope Company • 22 Millbury Street, P.O. Box 406 • Auburn, MA 01501-0406  
508-832-5394 • Inside Mass. 800-322-3048 • Outside Mass. 800-343-1398  
FAX 508-832-3796 • FAX 800-211-7112

## BOND PAPER ENVELOPES

### REGULARS



**Diagonal Seam**

Paper/Color	Envelope Number	Product Code	Carton Quantity	Lbs. Per M	Ms Per Pallet
-------------	-----------------	--------------	-----------------	------------	---------------

#### **CAPITOL BOND RECYCLED BRIGHT WHITE**

Lt. Cockle 24#	10	CBW2410	2 1/2 M	14	90
----------------	----	---------	---------	----	----

#### **NEENAH CLASSIC LAID - IMAGING FINISH 24#**

Avon Brilliant White	10	CLABW2410	2 1/2 M	14	90
Natural White	10	CLNW2410	2 1/2 M	14	90
Baronial Ivory	10	CLBIV2410	2 1/2 M	14	90
Solar White	10	CLSW2410	2 1/2 M	14	90
Whitestone	10	CLWS2410	2 1/2M	14	90
Antique Gray	10	CLAG2410	2 1/2 M	14	90

#### **CLASSIC LINEN**

Avon Brilliant White	10	CLNABW2410	2 1/2 M	14	90
Natural White	10	CLNNW2410	2 1/2 M	14	90
Baronial Ivory	10	CLNBIV2410	2 1/2 M	14	90
Solar White	10	CLNSW2410	2 1/2 M	14	90
Whitestone	10	CLNWS2410	2 1/2M	14	90
Antique Gray	10	CLNAG2410	2 1/2 M	14	90

#### **CLASSIC CREST**

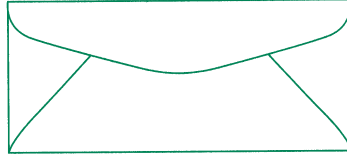
Avon Brilliant White	10	CCABW2410	2 1/2 M	14	90
Natural White	10	CCNW2410	2 1/2 M	14	90
Baronial Ivory	10	CCBIV2410	2 1/2 M	14	90
Solar White	10	CSSW2410	2 1/2 M	14	90
Whitestone	10	CCWS2410	2 1/2M	14	90
Antique Gray	10	CCAG2410	2 1/2 M	14	90

500 envelopes per box

Worcester Envelope Company • 22 Millbury Street, P.O. Box 406 • Auburn, MA 01501-0406  
 508-832-5394 • Inside Mass. 800-322-3048 • Outside Mass. 800-343-1398  
 FAX 508-832-3796 • FAX 800-211-7112

## BOND PAPER ENVELOPES

### REGULARS



**Diagonal Seam**

Paper/Color	Envelope Number	Product Code	Carton Quantity	Lbs. Per M	Ms Per Pallet
<b>STRATHMORE WRITING - 25% RAG 24#</b>					
Bright White Wove	10	SWBWW2410	2 1/2 M	14	90
Ultimate White Wove	10	SWULWW2410	2 1/2 M	14	90
Natural White Wove	10	SWWW2410	2 1/2 M	14	90
Soft White Wove	10	SWSWW2410	2 1/2 M	14	90
Soft Tan Wove	10	SWSTW2410	2 1/2 M	14	90
Soft Gray Wove	10	SWSGW2410	2 1/2 M	14	90
Soft Red Wove	10	SWSRW2410	2 1/2 M	14	90
Soft Green Wove	10	SWSGNW2410	2 1/2 M	14	90
Soft Blue Wove	10	SWSBW2410	2 1/2 M	14	90

### STRATHMORE WRITING LAID

Bright White Laid	10	SWBWL2410	2 1/2 M	14	90
Ultimate White Laid	10	SWULWL2410	2 1/2 M	14	90
Natural White Laid	10	SWWL2410	2 1/2 M	14	90
Soft White Laid	10	SWSWL2410	2 1/2 M	14	90
Soft Gray Laid	10	SWSGL2410	2 1/2 M	14	90
Soft Blue Laid	10	SWSBL2410	2 1/2 M	14	90

### STRATHMORE RECYCLED

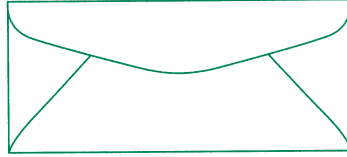
Recycled Bright White Wove	10	RCSBWW2410	2 1/2 M	14	90
Recycled Soft White Wove	10	RCSWSWW2410	2 1/2 M	14	90
Recycled Natural White Wove	10	RCSWNWW2410	2 1/2 M	14	90
Recycled Natural White Laid	10	RCSWNWL2410	2 1/2 M	14	90
Recycled Bright White Laid	10	RCSBWL2410	2 1/2 M	14	90

500 envelopes per box

Worcester Envelope Company • 22 Millbury Street, P.O. Box 406 • Auburn, MA 01501-0406  
 508-832-5394 • Inside Mass. 800-322-3048 • Outside Mass. 800-343-1398  
 FAX 508-832-3796 • FAX 800-211-7112

## COMMERCIAL REGULARS

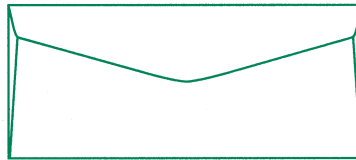
### WHITE WOVE



**Diagonal Seam**

Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
6 1/4	3 1/2 x 6	4024614	24	5 M	8	140
6 3/4	3 5/8 x 6 1/2	4024634	24	5 M	9	140
7	3 3/4 x 6 3/4	40247	24	5 M	10	140
7 3/4	3 7/8 x 7 1/2	4024734	24	5 M	11	140
Check	3 5/8 x 8 5/8	4024CK	24	5 M	12	105
9	3 7/8 x 8 7/8	40249	24	2 1/2 M	12	105
10	4 1/8 x 9 1/2	402410	24	2 1/2 M	14	90
11	4 1/2 x 10 3/8	402411	24	2 1/2 M	17	90
12	4 3/4 x 11	402412	24	2 1/2 M	19	75
14	5 x 11 1/2	402414	24	2 1/2 M	20	50

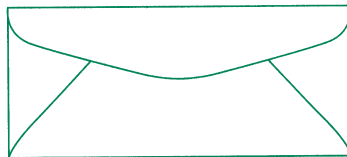
### WHITE WOVE



**Side Seam**

Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
6 3/4	3 5/8 x 6 1/2	4024634SS	24	5 M	9	140
7 3/4	3 7/8 x 7 1/2	4024734SS	24	5 M	11	105
9	3 7/8 x 8 7/8	40249SS	24	2 1/2 M	12	105
10	4 1/8 x 9 1/2	402410SS	24	2 1/2 M	14	90

### COLORED WOVE BROWN KRAFT



**Diagonal Seam**

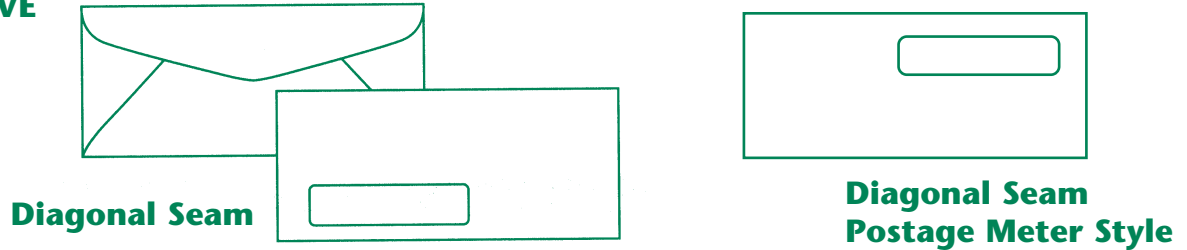
Envelope Number	Size in Inches	Product Code	Color	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
9	3 7/8 x 8 7/8	B249	Blue	24	2 1/2 M	12	105
10	4 1/8 x 9 1/2	B2410	Blue	24	2 1/2 M	14	90
10	4 1/8 x 9 1/2	IV2410	Ivory	24	2 1/2 M	14	90
10	4 1/8 x 9 1/2	702410	Br. Kraft	24	2 1/2 M	14	90

500 envelopes per box

Worcester Envelope Company • 22 Millbury Street, P.O. Box 406 • Auburn, MA 01501-0406  
 508-832-5394 • Inside Mass. 800-322-3048 • Outside Mass. 800-343-1398  
 FAX 508-832-3796 • FAX 800-211-7112

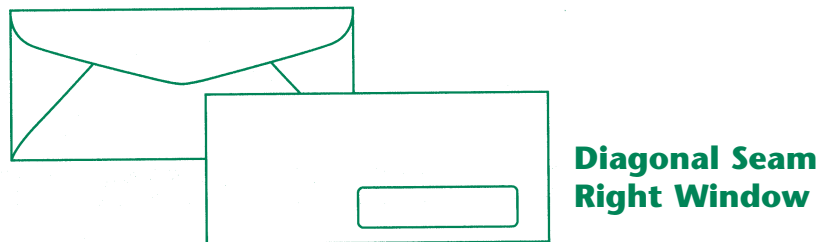
## COMMERCIAL WINDOWS

### WHITE WOVE



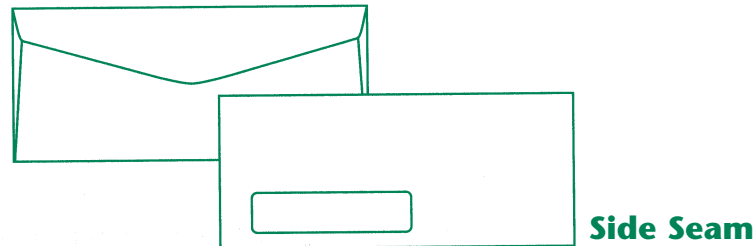
Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
6 3/4	3 5/8 x 6 1/2	4024634PW	24	5 M	9	140
7	3 3/4 x 6 3/4	40247PW	24	5 M	10	140
7 3/4	3 7/8 x 7 1/2	4024734PW	24	5 M	11	140
9	3 7/8 x 8 7/8	40249PW	24	2 1/2 M	12	105
10	4 1/8 x 9 1/2	402410PW	24	2 1/2 M	14	90
11	4 1/2 x 10 3/8	402411PW	24	2 1/2 M	17	90
14	5 x 11 1/2	402414PW	24	2 1/2 M	20	50
10	4 1/8 x 9 1/2	402410SPWPM	24	2 1/2 M	14	90

### WHITE WOVE



Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
10	4 1/8 x 9 1/2	402410RPW	24	2 1/2 M	14	90

### WHITE WOVE



Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
6 3/4	3 5/8 x 6 1/2	4024634PWSS	24	5 M	9	140
9	3 7/8 x 8 7/8	40249PWSS	24	2 1/2 M	12	105
10	4 1/8 x 9 1/2	402410PWSS	24	2 1/2 M	14	90

Standard window size: 1 1/8" x 4 1/2" Position: 7/8" left 1/2" bottom

Standard right window size: 1 1/8" x 4 1/2" Position: 4 1/8" left 1/2" bottom

500 envelopes per box

Worcester Envelope Company • 22 Millbury Street, P.O. Box 406 • Auburn, MA 01501-0406  
 508-832-5394 • Inside Mass. 800-322-3048 • Outside Mass. 800-343-1398  
 FAX 508-832-3796 • FAX 800-211-7112

## BLACK WOODGRAIN TINT REGULARS

### WHITE WOVE



**Diagonal Seam**

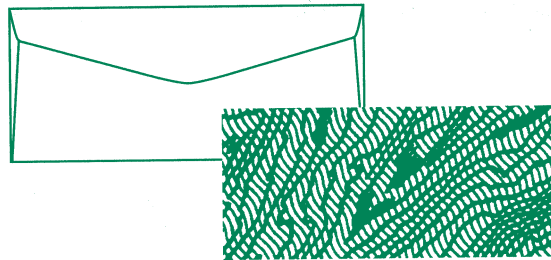


**Diagonal Seam  
Postage Meter Style**

Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
6 3/4	3 5/8 x 6 1/2	D24634	24	5 M	9	140
9	3 7/8 x 8 7/8	D249	24	2 1/2 M	12	105
10*	4 1/8 x 9 1/2	D2410	24	2 1/2 M	14	90
10	4 1/8 x 9 1/2	DB2410	24	2 1/2 M	14	90
10	4 1/8 x 9 1/2	D2410SPWPM	24	2 1/2 M	14	90

Window: 1 1/8" x 4 1/2" Left 4 1/8 Bottom 2 1/2" Black Tint

### WHITE WOVE



**Side Seam**

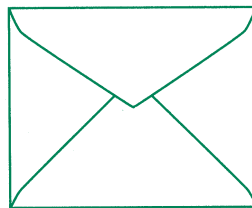
Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
9	3 7/8 x 8 7/8	D249SS	24	2 1/2 M	12	105
10	4 1/8 x 9 1/2	D2410SS	24	2 1/2 M	14	90

500 envelopes per box

\*Also available in blue tint upon request (PMS 293).

## BARONIAL ENVELOPES

### WHITE VELLUM



Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
5 1/2	4 3/8 x 5 3/4	V24512BA	24	5 M	10	120
6	4 3/4 x 6 1/2	V246BA	24	2 1/2 M	12	90

500 envelopes per box

Worcester Envelope Company • 22 Millbury Street, P.O. Box 406 • Auburn, MA 01501-0406  
 508-832-5394 • Inside Mass. 800-322-3048 • Outside Mass. 800-343-1398  
 FAX 508-832-3796 • FAX 800-211-7112

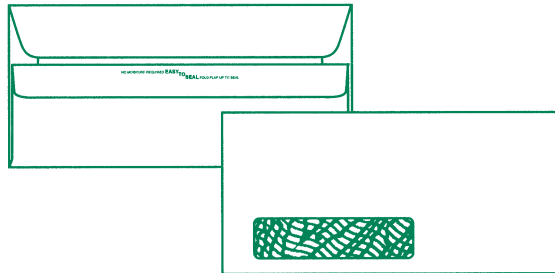
## EASY-TO-SEAL – WHITE WOVE & BLACK WOODGRAIN TINT

### REGULARS



Envelope Number	Size in Inches	Product Code	White Wove	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
10	4 1/8 x 9 1/2	2410SELFS	Plain	24	2 1/2 M	14	90
10	4 1/8 x 9 1/2	D2410SELFS	Woodgrain Tint	24	2 1/2 M	14	90

### WINDOWS



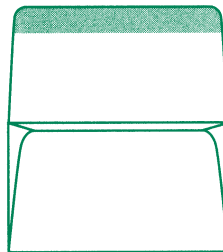
Envelope Number	Size in Inches	Product Code	White Wove	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
10	4 1/8 x 9 1/2	2410PWSELFS	Plain	24	2 1/2 M	14	90
10	4 1/8 x 9 1/2	D2410PWSELFS	Woodgrain Tint	24	2 1/2 M	14	90

Standard window size: 1 1/8" x 4 1/2" Position: 7/8" left 1/2" bottom  
500 envelopes per box

## COUPON FLAP – COST CUT

### WHITE WOVE

Stocked with flaps extended

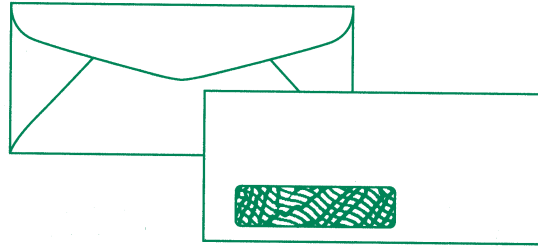


Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
6 1/4	3 1/2 x 6	4024614C	24	1 M	8	112
6 3/4	3 5/8 x 6 1/2	4024634C	24	1 M	9	104
9	3 7/8 x 8 7/8	40249C	24	1 M	12	72

Worcester Envelope Company • 22 Millbury Street, P.O. Box 406 • Auburn, MA 01501-0406  
508-832-5394 • Inside Mass. 800-322-3048 • Outside Mass. 800-343-1398  
FAX 508-832-3796 • FAX 800-211-7112  
www.worcesterenvelope.com

## BLACK WOODGRAIN TINT WINDOWS

### WHITE WOVE



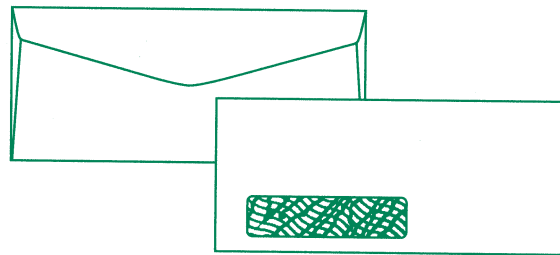
**Diagonal Seam**

Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
Check	3 5/8 x 8 5/8	D24CKPW	24	5 M	12	105
Check	3 5/8 x 8 5/8	D24CKSPW*	24	5 M	12	105
9	3 7/8 x 8 7/8	D249PW	24	2 1/2 M	12	105
10	4 1/8 x 9 1/2	D2410PW	24	2 1/2 M	14	90
10	4 1/8 x 9 1/2	DB2410PW**	24	2 1/2 M	14	90

\*Special stock window size: 1" x 4"

\*\*Also available in blue tint upon request (PMS 293).

### WHITE WOVE



**Side Seam**

Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
9	3 7/8 x 8 7/8	D249PWSS	24	2 1/2 M	12	105
10	4 1/8 x 9 1/2	D2410PWSS	24	2 1/2 M	14	90

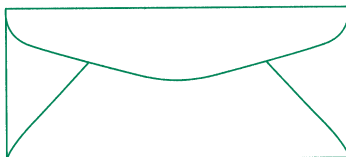
Standard window size: 1 1/8" x 4 1/2" Position: 7/8" left 1/2" bottom

\*Special stock window size: 1" x 4" Position: 1" left 3/4" bottom

500 envelopes per box

## RECYCLED

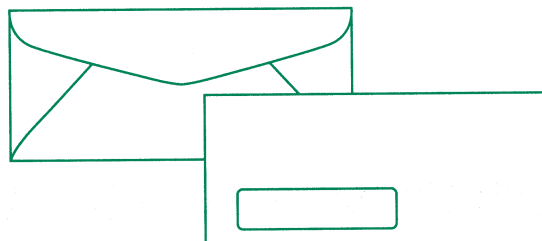
### REGULARS



**Diagonal Seam**

Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
9	3 7/8 x 8 7/8	RC40249	24	2 1/2 M	12	105
10	4 1/8 x 9 1/2	RC402410	24	2 1/2 M	14	90

### GLASSINE WINDOW



**Diagonal Seam**

Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
10	4 1/8 x 9 1/2	RC402410GW	24	2 1/2 M	14	90

Standard window size: 1 1/8" x 4 1/2" Position: 7/8" left 1/2" bottom  
500 envelopes per box

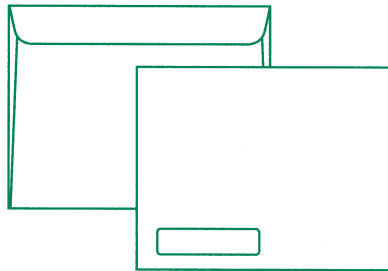
## BOOKLET ENVELOPES

### WHITE WOVE



Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
6 1/2	6 x 9	4024612BK	24	1/2 M	18	60
6 1/2	6 x 9	4028612BK	28	1/2 M	22	60
6 5/8	6 x 9 1/2	4024658BK	24	1/2 M	19	56
6 3/4	6 1/2 x 9 1/2	4024634BK	24	1/2 M	22	56
6 3/4	6 1/2 x 9 1/2	4028634BK	28	1/2 M	25	56
7 1/2	7 1/2 x 10 1/2	4024712BK	24	1/2 M	27	42
7 1/2	7 1/2 x 10 1/2	4028712BK	28	1/2 M	32	42
9 1/2	9 x 12	4024912BK	24	1/2 M	34	27
9 1/2	9 x 12	4028912BK	28	1/2 M	40	27
10	9 1/2 x 12 5/8	402810BK	28	1/2 M	45	27
10 1/2	10 x 13	40281012BK	28	1/2 M	47	22.5

### WINDOW WHITE WOVE



Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
6 1/2	6 x 9	4024612BKPW	24	1/2 M	40	60

Standard window size: 1 1/8" x 4 1/2" Position: 7/8" left 1/2" bottom

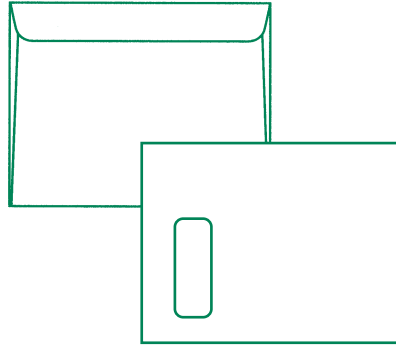
### BROWN KRAFT

Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
9 1/2	9 x 12	7028912BK	28	1/2 M	40	27
10 1/2	10 x 13	70281012BK	28	1/2 M	47	22.5

Worcester Envelope Company • 22 Millbury Street, P.O. Box 406 • Auburn, MA 01501-0406  
 508-832-5394 • Inside Mass. 800-322-3048 • Outside Mass. 800-343-1398  
 FAX 508-832-3796 • FAX 800-211-7112

## BOOKLET ENVELOPES

### WHITE WOVE WINDOW

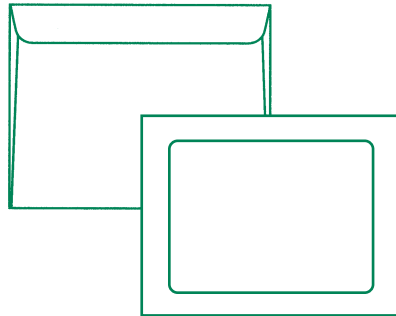


Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
9 1/2	9 x 12	4028912BKSPW	28	1/2 M	18	60

Window size: Vertical poly window (4 1/2" x 1 3/4")

Position: 2 1/2" left 7/8" bottom for letterhead address viewing

### WHITE WOVE FULL SIZE WINDOW

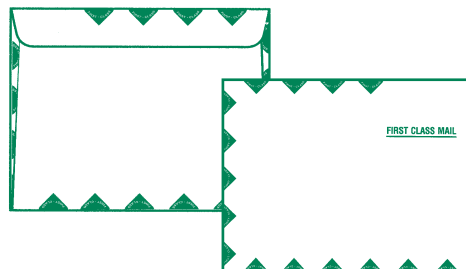


Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
9 1/2	9 x 12	4028912BKDW	28	1/2 M	18	60

Window size: Full view poly window (6 1/2" x 9 1/2")

Position: 1 1/4" left 1 1/4" bottom

### WHITE WOVE IMPRINTED FIRST CLASS MAIL



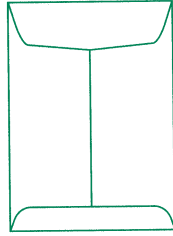
Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
9 1/2	9 x 12	4028912BKF	28	1/2 M	18	60

Green (PMS 348) diamond border

Worcester Envelope Company • 22 Millbury Street, P.O. Box 406 • Auburn, MA 01501-0406  
 508-832-5394 • Inside Mass. 800-322-3048 • Outside Mass. 800-343-1398  
 FAX 508-832-3796 • FAX 800-211-7112

## OPEN ENDS

### WHITE WOVE



#### Bulk Pack

Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
55	6 x 9	402455OE	24	1/2 M	20	60
55	6 x 9	402855OE	28	1/2 M	21	60
68	7 x 10	402468OE	24	1/2 M	24	42
90	9 x 12	402490OE	24	1/2 M	36	27
90	9 x 12	402890OE	28	1/2 M	43	27
93	9 1/2 x 12 1/2	402493OE	24	1/2 M	40	27
93	9 1/2 x 12 1/2	402893OE	28	1/2 M	46	27
97	10 x 13	402497OE	24	1/2 M	42	22.5
97	10 x 13	402897OE	28	1/2 M	49	22.5

### BROWN KRAFT

#### Bulk Pack

Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
55	6 x 9	702855OE	28	1/2 M	21	60
90	9 x 12	702490OE	24	1/2 M	36	27
90	9 x 12	702890OE	28	1/2 M	43	27
93	9 1/2 x 12 1/2	702893OE	28	1/2 M	46	27
97	10 x 13	702497OE	24	1/2 M	42	22.5
97	10 x 13	702897OE	28	1/2 M	49	22.5
110	12 x 15 1/2	7028110OE	28	1/2 M	68	18

#### Boxed in 100s

Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
90	9 x 12	702890OEI	28	1/2 M	43	21

### GRAY KRAFT

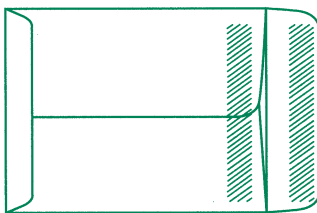
#### Bulk Pack

Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
90	9 x 12	GY2890OE	28	1/2 M	43	27
97	10 x 13	GY2897OE	28	1/2 M	49	22.5

Worcester Envelope Company • 22 Millbury Street, P.O. Box 406 • Auburn, MA 01501-0406  
508-832-5394 • Inside Mass. 800-322-3048 • Outside Mass. 800-343-1398  
FAX 508-832-3796 • FAX 800-211-7112

## OPEN ENDS – SELF SEAL

### BROWN KRAFT

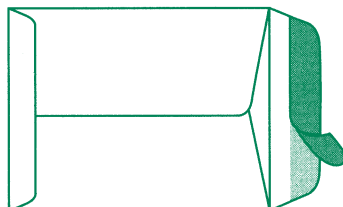


### Bulk Pack

Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
90	9 x 12	702890OESS	28	1/2 M	43	27
97	10 x 13	702897OESS	28	1/2 M	49	22.5

## OPEN ENDS – PEEL-TO-SEAL

### WHITE WOVE



### Bulk Pack

Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
90	9 x 12	402890OEPS	28	1/2 M	44	27
97	10 x 13	402897OEPS	28	1/2 M	52	22.5

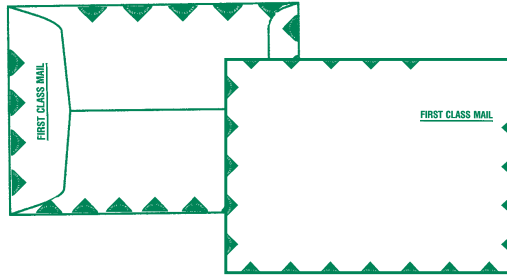
### BROWN KRAFT

### Bulk Pack

Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
90	9 x 12	702890OEPS	28	1/2 M	44	27
97	10 x 13	702897OEPS	28	1/2 M	52	22.5

## OPEN ENDS

### WHITE WOVE IMPRINTED FIRST CLASS MAIL



Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
90	9 x 12	402890OEF	28	1/2 M	36	27
97	10 x 13	402897OEF	28	1/2 M	49	22.5

Green (PMS 348) diamond border

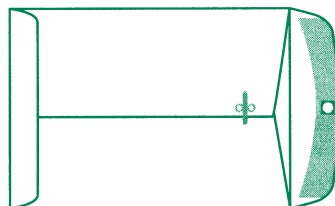
### BROWN KRAFT IMPRINTED FIRST CLASS MAIL

Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
90	9 x 12	702890OEF	28	1/2 M	36	27
97	10 x 13	702897OEF	28	1/2 M	49	22.5

Green (PMS 348) diamond border

## CLASP ENVELOPES

### MANILA



Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
90	9 x 12	903290CI	32	1/2 M	54	15
97	10 x 13	903297CI	32	1/2 M	61	15

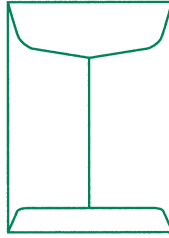
### BROWN KRAFT

Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
90	9 x 12	702890CI	28	1/2 M	43	15
97	10 x 13	702897CI	28	1/2 M	49	15

Worcester Envelope Company • 22 Millbury Street, P.O. Box 406 • Auburn, MA 01501-0406  
 508-832-5394 • Inside Mass. 800-322-3048 • Outside Mass. 800-343-1398  
 FAX 508-832-3796 • FAX 800-211-7112

## COIN ENVELOPES

### WHITE WOVE

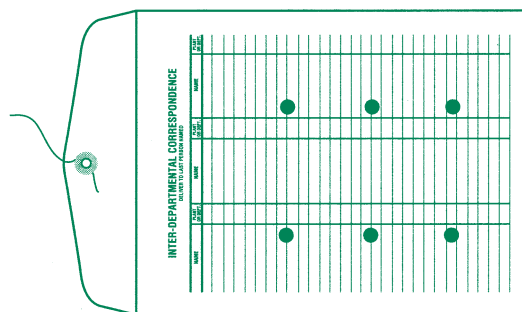


Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M
1	2 1/4 x 3 1/2	40241CO	24	10 M	3
3	2 1/2 x 4 1/4	40243CO	24	10 M	4
5 1/2	3 1/8 x 5 1/2	4024512CO	24	5 M	7
7	3 1/2 x 6 1/2	40247CO	24	2.5 M	9

### BROWN KRAFT

Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M
1	2 1/4 x 3 1/2	70241CO	24	10 M	3
3	2 1/2 x 4 1/4	70243CO	24	10 M	4
5 1/2	3 1/8 x 5 1/2	7024512CO	24	5 M	7
7	3 1/2 x 6 1/2	70247CO	24	2.5 M	9

## INTER-DEPARTMENTAL CORRESPONDENCE



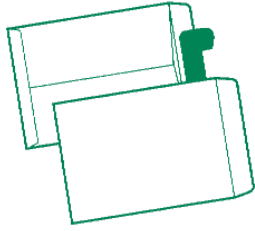
**Open End**

Envelope Stock	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
Brown Kraft	10 x 13	7028101DS	28	500	60	10
Manila	10 x 13	9032101DS	32	500	64	10

100 envelopes per box • Printed face and back black • Punched 6 holes • String & button

Worcester Envelope Company • 22 Millbury Street, P.O. Box 406 • Auburn, MA 01501-0406  
 508-832-5394 • Inside Mass. 800-322-3048 • Outside Mass. 800-343-1398  
 FAX 508-832-3796 • FAX 800-211-7112

# TYVEK® PEEL-TO-SEAL



## Flat Envelopes

14 lb Tyvek® Open End Flaps Folded  
Packed 500 / Carton

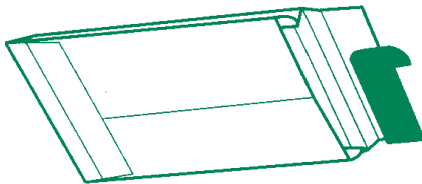
Size	Product Code	Lbs/M
6 x 9	TVK1103PL	12
9 x 12	TVK1107PL	24
10 x 13	TVK1109PL	30
12 x 15 1/2	TVK1112PL	40



## Flat Envelopes Green First Class Border

14 lb Tyvek® Open End Flaps Folded  
Packed 500 / Carton

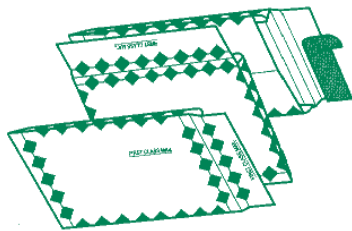
Size	Product Code	Lbs/M
9 x 12	TVK1207FC	24
10 x 13	TVK1209FC	30
12 x 15 1/2	TVK1212FC	40



## V-Bottom Style Expansion Envelopes

14 lb Tyvek® Open End Flaps Folded  
Packed 250 / Carton

Size	Product Code	Lbs/M
10 x 13 x 1 1/2	TVK1623PL	44
12 x 16 x 2	TVK1635PL	60



## V-Bottom Style Expansion Envelopes Green First Class Border

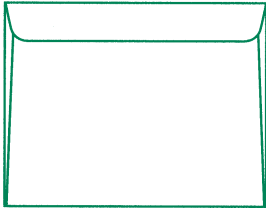
14 lb Tyvek® Open End Flaps Folded  
Packed 250 / Carton

Size	Product Code	Lbs/M
10 x 13 x 1 1/2	TVK1719FC	44
12 x 16 x 2	TVK1720FC	60

Worcester Envelope Company • 22 Millbury Street, P.O. Box 406 • Auburn, MA 01501-0406  
508-832-5394 • Inside Mass. 800-322-3048 • Outside Mass. 800-343-1398  
FAX 508-832-3796 • FAX 800-211-7112

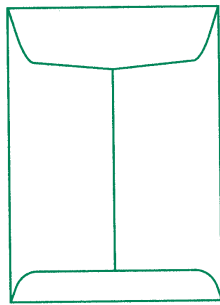
# TUFF-e-NUFF PEEL-TO-SEAL

We are now stocking four new items made for those tough mailing tasks that ordinary paper just won't do. These 27 lb Natural White Envelopes with "Peel to Seal" flap adhesive provide a strong package that is tear, water, and grease resistant, as well as printer friendly. This product is made from a laminated product consisting of two natural white sheets of smooth paper on the outside and a strong layer of poly on the inside.



## Open Side Booklet Envelopes

Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
9 1/2	9 x 12	TN27912BKPS	27	500	40	27
10	10 x 13	TN271012BKPS	27	500	47	27



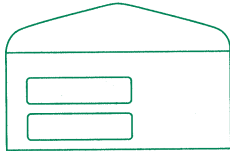
## Open End Catalog Envelopes

Envelope Number	Size in Inches	Product Code	Basis Weight	Carton Quantity	Lbs. Per M	Ms Per Pallet
90	9 x 12	TN2790OEPS	27	500	40	27
97	10 x 13	TN27970OEPS	27	500	47	27

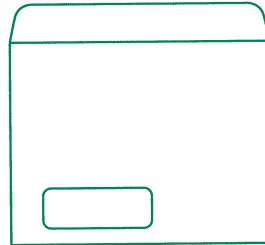
Worcester Envelope Company • 22 Millbury Street, P.O. Box 406 • Auburn, MA 01501-0406  
 508-832-5394 • Inside Mass. 800-322-3048 • Outside Mass. 800-343-1398  
 FAX 508-832-3796 • FAX 800-211-7112

## MEASURING A WINDOW

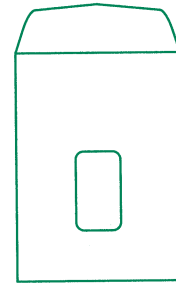
When measuring a window, either vertical or horizontal, the measurements should be taken as follows. Please note, the flap of the envelope should be positioned **UP** (as shown below) when measuring.



Double Window  
Open side envelope



Horizontal Window  
Open side envelope



Vertical Window  
Open end envelope

1. Determine the size of the window. A standard window measures 1 1/8" x 4 1/2."
2. Is the window on face or back of envelope?
3. Determine the shape of the window. (square, round, pistol, special)
4. Is a window patch required? (poly, cello, glassine, mortised-no patch)
5. Single Window Position: With the flap of the envelope positioned **UP**, measure the window from the left and from the bottom edges of the envelope.
6. Double Window Position: With the flap of the envelope positioned **UP**, measure the first (top) window from the left and from the bottom edges of the envelope. Repeat procedure for the second (bottom) window.

These are basic guidelines for measuring and positioning a window. If you have any questions regarding windows, please contact a sales representative for clarification.

## DIGITAL ART GUIDELINES

Worcester Envelope Company accepts most common forms of digital artwork available today with the most recent software versions available of the following programs. Our Pre-press Department is Macintosh based but can handle most PC based files also. All files received should be created in an application that produces postscript digital files at high resolutions. (Sorry but this means that MS Word and WordPerfect files are NOT acceptable nor are presentation programs such as MS PowerPoint or Freelance). Any clipped images from the Internet are usually at 72 d.p.i. and are NOT high enough in resolution to output high quality images. Images supplied should be in the 300 to 600 d.p.i. range.

**Adobe** Illustrator  
PageMaker  
PhotoShop  
Indesign  
Streamline  
Acrobat

**Macromedia** Freehand  
**Quark** Xpress  
**Corel** Draw

We accept files via:  
e-mail  
Adobe-Fetch  
FTP

All files received electronically must have an approved hard copy faxed or sent to the Customer Service Rep. that handles your account with the file name attached.

If compressing large files please use Stuff-it or Zip-it applications.

We can accept media formats of 3 1/2" Floppies, Zips (100/250), CD's, Jazz (1 Gig), SyQuest 44-200, MO 640 cartridges or Imation super disks.

We need all linked objects and images (TIFFs or EPS files) that are in your document.  
Include all fonts (printer and screen) and remember that fonts can also be imbedded in an image.  
Whenever possible convert images to outlines to avoid most problems.

## CAMERA READY ART

The following are standard specifications for camera ready art.

1. Mechanical paste-ups must be done to final printed size on stiff board.  
**NOTE:** When mailing mechanicals, please protect both front and back with heavy board.
2. Fine-line, black corner marks indicating the exact position of copy must be placed on base art.
3. All elements of the key color to be photographed as line copy are to be assembled on the black and white mechanical paste-up in exact position; free of rubber cement, smudges, dirt, etc.
4. If enlargement or reduction of any line copy (such as type, drawings, logos, etc.) is required, a sharp, reproducible copy shall be scaled to paste-up size and pasted in position.
5. Solid color or tint panels should be laid down precisely to size and position with red acetate windows. Tint values must be clearly indicated, both line screen and percentage. Such overlays are to be assembled on a separate clear and dimensionally stable sheet of film, registered by corner marks to the basic mechanical assembly.  
If a solid color is to overlay a tint of the same color, the tint must be assembled on a separate registered overlay. If multi-color art is prepared without overlays, a tissue must be attached clearly indicating the color separation.
6. A layout, or sample from a previous run, is to be furnished to show complete makeup of the finished job.

**NOTE:** Quality of final printed product will not exceed that of art submitted. High resolution type will enhance quality throughout all phases of pre-press and printing process. All Disks supplied are output at 2400 DPI. If you are unable to supply art of at least 1000 DPI, it is recommended that disk be supplied.

## CUSTOMER SUPPLIED DISKS

The following are standard specifications for customer supplied disks.

1. Include supporting documents for all art and graphics.
2. All fonts used on documents should be supplied on the disk, including printer and screen fonts.
3. Supply composite sample of job with each disk.
4. Please out-put your document with color separation ON, to insure knock outs are correct and separations are to your specifications.
5. Cropmarks should be defined as registration in the color palette so they print-out on each color.
6. Keylines that do not print should have a zero rule width or color defined as none.

*Any changes or improperly prepared documents or disks will be subject to additional charges.*