

ENVELOPE GLOSSARY

The following are descriptions of common standard style envelopes and commonly used terms. It is best to familiarize yourself with these terms so that you may better understand what envelopes are used and needed in a particular business. Please note, only standard stocked envelopes are listed.

BANGTAIL ENVELOPE: An open side style with side seams and two flaps - a large perforated, detachable flap approximately the size and shape of the envelope that is not used for sealing and a typical seal flap of standard size used for sealing when the other flap is detached. Commonly used by financial institutions for bank-by-mail.

BANK DRIVE-UP (TELLER) ENVELOPE: Open end style with a single side seam left purposely unsealed. The seal flap is available in ungummed or latex seal. Used by financial institutions for currency transfer.

BARONIAL ENVELOPE: A style close to square in shape with diagonal seams and a large pointed seal flap. Common uses are greeting cards & social stationary.

BOOKLET ENVELOPE: A large open side style with side seams and the seal flap on the long side. Usually used for mailing booklets and multiple unfolded documents.

BUSINESS REPLY & RETURN: Refers to the printing on the outside, the difference being who pays for return postage. Both have the address pre-printed on the face. A business reply includes a pre-printed First Class Permit indicia, while the return envelope requires the sender to affix postage. Both envelopes may be any style or size. Most common sizes are #6¹/₄, #6³/₄, #9 and remittance.

CATALOG ENVELOPE: A large open end style with a center seam and the seal flap on the short side. Normally used for mailing catalogs and multiple unfolded documents.

CENTER SEAM: The permanent seam used to construct the envelope. Positioned near the center and running from the bottom fold to the throat.

COIN ENVELOPE: Small open end style with a single side seam. Used for currency transfer and by some businesses to hold small parts. Very similar to the Bank Drive-Up style, but with the side seam sealed and the seal flap gummed.

COMMERCIAL ENVELOPE: The most common and widely used style. Has an open side and diagonal seams. Available as regular or window in #6¹/₄, #6³/₄, #7, #7³/₄, #8⁵/₈, #9 & #10.

CORNER CARD: The printed name, address, etc. appears in the upper left-hand corner of the envelope.

DIAGONAL SEAM: The permanent seam used to construct the envelope running diagonally from the bottom fold and corner to the throat. They also have a diagonal seal flap that follows the shape of the throat. The only exception is a Wallet Flap.

FLIP & SEAL ENVELOPE: An open side style with side seams and 2 small latex seal flaps, one in the standard position and the other folded down from the throat. As the name implies, the lower flap is flipped up to seal. Available as a Regular or Window. Commonly used in the medical professions.

GUMMED / SEAL GUM: The most commonly used adhesive to seal an envelope - requires moisture. All envelopes have this type of adhesive unless otherwise noted.

INDICIA: The box or printing in the upper right hand corner. Commonly found on business reply and return envelopes stating that the postage is pre-paid by First Class, Bulk Rate or that the sender must affix postage.

LATEX SEAL: A self-sealing pressure sensitive adhesive that does not require moisture. Latex seal will only adhere to itself and therefore, two latex surfaces are required to obtain a bond.

OFFICIAL ENVELOPE: Open side style with diagonal seams. Available as a Regular or Window in # 11, #12 & #14.

OPEN END: The throat and seal flap are on the short side.

OPEN SIDE: The throat and seal flap are on the long side.

PEEL & SEAL: A self adhering seal strip on the seal flap with a protective strip covering the adhesive. As the name implies, the protective seal is peeled away to expose the adhesive and close the envelope. No moisture is required.

REGULAR ENVELOPE: Any envelope without a window.

REMITTANCE ENVELOPE: An open side style with side seams and a large seal flap nearly the size of the envelope itself.

REUSABLE ENVELOPE: An unusual style with an open side, open end, only a bottom seam and one folded side. It has no seal flap. Commonly hole punched and used by financial institutions in automatic teller machines or bank-by-mail.

SEAL FLAP: The extended portion of the envelope which is scored so it can be folded over the throat to seal the envelope.

SIDE-SEAM: The permanent seam used to construct an envelope, running parallel to the side fold from the bottom fold and corner to the throat.

TELLER HELPER ENVELOPE: An open side style with side seams and a larger than normal seal flap with a special latex seal tab. Commonly used by financial institutions.

THROAT: The opening into an envelope that is covered by the seal flap when the envelope is closed.

WALLET FLAP ENVELOPE: An open side style with a choice of diagonal or side seams and a square seal flap about $\frac{1}{2}$ the size of the envelope itself. Available as a Regular or Window.

WINDOW: A cut out opening of any size that allows viewing a portion of the inner contents. Certain styles of envelopes are stocked with a standard window (1 $\frac{1}{8}$ " high X 4 $\frac{1}{2}$ " wide & placed $\frac{7}{8}$ " from the left & $\frac{1}{2}$ " from the bottom).