



Common Size Guidelines

Size does matter... when it come to page setup. Below are the most common sizes for various types of documents in inches. Templates are available for many of these items.

Standard Paper Sheet Sizes	8.5" x 11" 12" x 18"	8.5" x 14" 13" x 19"	11" x 17" 13" x 40"
Business Cards	Flat Foldover	2" x 3.5" 4" x 3.5" folded to 2" x 3.5"	
Postcards	Largest at the postcard rate Largest at the regular stamp rate	6" x 4.25" 11.5" x 6.125"	
Flyers / Handouts	Small Medium Large Extra Large	4.25" x 5.5" 8.5" x 5.5" 8.5" x 11" 11" x 17"	
Invitations Reply Cards	fits A7 envelope fits A2 envelope	5" x 7" 4.25" x 5.5"	
Greeting Cards	fits A7 envelope fits A6 envelope	10" x 7" folded to 5" x 7" 8.5" x 6.25" folded to 4.25" x 6.25"	
Envelopes	See Envelope Size Charts		
Posters	Small Medium Large	11" x 17" 18" x 22" 24" x 36"	
Rack Cards	Regular - fits #10 envelope Large	3.5" x 8.5" 4" x 9"	
Brochures	1-panel - fits #10 envelope 2-panel - fits #10 envelope 3-panel - fits #10 envelope 4-panel - fits #10 envelope	3.5" x 8.5" 7" x 8.5" folded to 3.5" x 8.5" 8.5" x 11" folded to approx. 3.625" x 8.5" 8.5" x 14" folded to approx. 3.5" x 8.5"	
Booklets	Small Saddlestitched Medium Saddlestitched Large Saddlestitched Small Coil Bound Large Coil Bound	11" x 8.5" folded to 5.5" x 8.5" 14" x 8.5" folded to 7" x 8.5" 17" x 11" folded to 8.5" x 11" 5.5" x 8.5" 8.5" x 11"	
Table Tents	Small Large w/Base	5.5" x 8.5" folded to 5.5" x 4.25" 11" x 8.5" folded to 11" x 4.25" 5" x 16" folded to 5" x 6"	
Letterhead	Standard - fits #10 envelope Monarch - fits monarch envelope	8.5" x 11" 7.25 x 10.5"	
Standard Paper Banner		40" x 13" (no bleed)	