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Reference Guide to Common Types of Envelopes

Commercial

The commercial envelope is suitable for a variety of business and personal correspondence purposes, such as letterheads, invoices, statements, stationery and direct-mail pieces. The No. 10 envelope is the standard for most business correspondence. These are also available with a window.

A-Style

The square-flap A-style envelope is used with announcements, small booklets, brochures or promotional pieces and distinctive business stationery. This style envelope is enhanced by the use of premium text paper and is usually available in a variety of colors and finishes.

Baronial

Baronial envelopes are a more formal, open-sided envelope with a deep, pointed flap. They are often used for invitations, greeting cards and announcements. A more traditional choice, baronial envelopes are usually offered in white, natural and cream shades only.

Booklet/Catalog

Booklet and catalog envelopes are available in a wide variety of premium text grades and colors, usually to match an enclosure, such as an annual report, a brochure or sales literature. They are also used for volume mailings and direct mail.