



# MAC PAPERS

## ENVELOPE CONVERTERS

Size	Dimensions	White Wove	Std Window	Blue Tint	Colored Wove	Brown Kraft	Side Seam Web	wdw Size	Commercials	
									Left	Bottom
6 1/4	3 1/2 X 6	●	●					1 1/8 X 4 1/2	3/4	1/2
6 3/4	3 5/8 X 6 1/2	●	●		●		●	1 1/8 X 4 1/2	7/8	1/2
7	3 3/4 X 6 3/4	●	●	●				1 1/8 X 4 1/2	7/8	1/2
7 3/4	3 7/8 X 7 1/2	●	●					1 1/8 X 4 1/2	7/8	1/2
Monarch	3 7/8 X 7 1/2	NON STOCK MAKING ONLY				NON STOCK MAKING ONLY				
Check	3 5/8 X 8 5/8	●	●	●			●	1 1/8 X 4 1/2	3/4	13/16
9	3 7/8 X 8 7/8	●	●	●	●		●	1 1/8 X 4 1/2	7/8	1/2
10	4 1/8 X 9 1/2	●	●	●	●	●	●	1 1/8 X 4 1/2	7/8	1/2
11	4 1/2 X 10 3/8	●	●			●		1 1/8 X 4 1/2	7/8	1/2
12	4 3/4 X 11	●	●			●		1 1/8 X 4 1/2	7/8	1/2
14	5 X 11 1/2	●	●			●		1 1/8 X 4 1/2	7/8	1/2

### Waverly Hall A-Size Announcements

A2 Env	4 3/8 X 5 3/4
Panel Card	4 1/4 X 5 1/2
A6 Env	4 3/4 X 6 1/2
Panel Card	4 5/8 X 6 1/4
A7 Env	5 1/4 X 7 1/4
Panel Card	5 1/8 X 7
A8 Env	5 1/2 X 8 1/8
Panel Card	5 3/8 X 7 7/8
A9 Env	5 3/4 X 8 3/4
Panel Card	5 5/8 X 8 5/8
A10 Env	6 X 9 1/2
Panel Card	5 7/8 X 9 1/4

70lb Cougar  
Available - White & Natural

### I-Size Insertable Announcements

I-6 Env	4 3/4 X 6 1/2
I-7 Env	5 1/4 X 7 1/4
I-8 Env	5 1/2 X 8 1/8

Available 60lb White Lynx

### Baronial

### A-Size

### I-Size

### Waverly Hall Baronial

4 Bar	3 5/8 X 5 1/8
Panel Card	3 1/2 X 4 7/8
5 Bar	4 1/8 X 5 5/8
Panel Card	4 X 5 3/8
5 1/2 Bar	4 3/8 X 5 3/4
Panel Card	4 1/4 X 5 1/2
6 Bar	4 3/4 X 6 1/2
Panel Card	4 5/8 X 6 1/4
Lee Size	5 1/4 X 7 1/4
Panel Card	5 1/8 X 7

70lb Cougar  
Available - White & Natural

### Remittance - Flaps Extended

6 1/4	3 3/8 Flap	PKG. 1M
6 3/4	3 7/16 Flap	PKG. 1M
9	3 11/16 Flap	PKG. 1M

Remittance envelopes can also be manufactured with folded flaps if entered as a special manufacture, but will always have extended flaps as a stock item to allow for print on the back panel located under the flap.

### Standard Windows

When communicating window specifications, the flap of the envelope should always be at the top!

### Special Stock Windows

#10 Right Hand Window		
1 1/8 X 4 1/2	4 1/8L	1/2B
#10 Upper Right Hand Window		
1 1/8 X 4 1/2	4 1/8L	2 1/2B
#10 Intelligent Bar Code Fast Forward		
1 3/8 X 4 1/2	7/8L	5/8B

#10 Full View Window		
3 X 8	Centered	
#10 Double Window - Tint		
7/8 X 3 1/4	5/8L	2 3/8B
1 X 4 1/2	5/8L	15/16B

### Booklet

6 X 9	24lb White Wove	
1 1/8 X 4 1/2	7/8L	1/2B
6 X 9 1/2	24lb White Wove	
1 1/8 X 4 1/2	7/8L	1/2B

6 X 9	28lb White Wove	Full View
4 X 7		Centered
9 X 12	28lb White Wove	Vertical Wdw
4 1/2 X 1 3/4	2 1/2L	7/8B

### Digimac - Laser Compatible Window

#10	4 1/8 X 9 1/2	Std Window
#10	4 1/8 X 9 1/2	Std Window-Tint

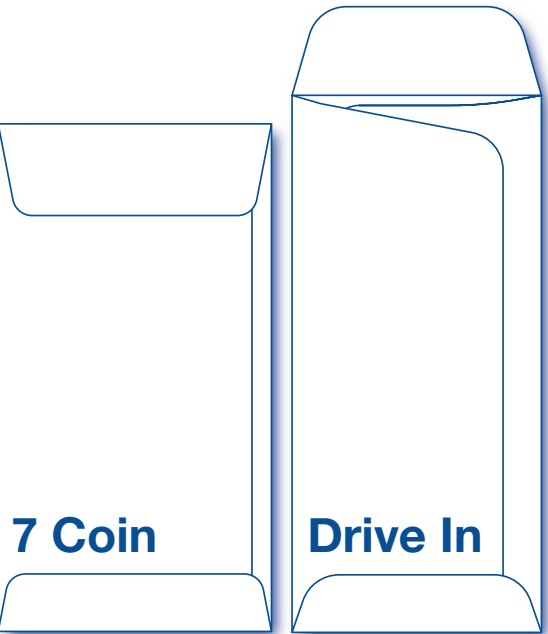
### Catalog

9 X 12	28lb White Wove	
1 3/4 X 4 1/2	7/8	7 3/4

### Remittance

### Open End - Coin Envelopes

#1	2 1/4 X 3 1/2	24lb WW
#3	2 1/2 X 4 1/4	24lb WW & BK
#4 1/2	3 X 4 7/8	24lb WW & BK
#5	2 7/8 X 5 1/4	24lb WW & BK
#5 1/2	3 1/8 X 5 1/2	24lb WW & BK
#6	3 3/8 X 6	24lb WW & BK
#7	3 1/2 X 6 1/2	24lb WW & BK



### Financial (Banking) Envelopes

Drive-In Currency Flap - Latex	
Open End	
3 1/4 X 7	20lb WW
3 3/4 X 7	24lb WW
Open Side Teller - Latex	
3 1/4 X 7	20lb WW
Open End #7 Coin- Latex	
3 1/2 X 6 1/2	20lb WW

### Latex Closure

3 1/4 X 7	Drive-in - Currency Flap
3 1/4 X 7	Teller - Open Side
3 1/2 X 6 1/2	7-Coin - Open End
9 X 12	28lb WW Catalog
10 X 13	28lb WW Catalog
10 X 13	28lb BK Catalog

### Mac-A-Peel

9 X 12	28lb WW Catalog
9 1/2 X 12 1/2	28lb WW Catalog
10 X 13	28lb WW Catalog
10 X 13	28lb WW Booklet
#10	24lb WW Side Seam Reg
#10	24lb WW Side Seam Wdw
#10	24lb Capital Bond-BW Reg SS

### Open End - Policy Envelopes

#10	4 1/8 X 9 1/2	24lb WW & BK
#11	4 1/2 X 10 3/8	24lb WW & BK

### Open Side - Booklets

	24lb WW	28lb WW	BK
6 X 9	●	●	
6 X 9 1/2	●		
7 1/2 X 10 1/2		●	
8 3/4 X 11 1/2		●	
9 X 12	●	●	●
9 1/2 X 12 1/2		●	
10 X 13		●	●

Open Side - Booklets 60lb - 9 X 12 White & Natural

### Open End - Catalogs

	24lb WW	28lb WW	BK
5 1/2 X 7 1/2	●		
6 X 9	●	●	●
6 1/2 X 9 1/2	●	●	●
7 X 10			●
7 1/2 X 10 1/2	●		●
8 3/4 X 11 1/4	●	●	
9 X 12	●	●	●
9 1/2 X 12 1/2	●	●	●
10 X 13	●	●	●
11 1/2 X 14 1/2		●	●
10 X 15		●	●
12 X 15 1/2			●

### Catalog

### Booklet

### Neenah

Classic      Howard  
- Linen      - Linen  
- Laid  
- Crest  
- Columns

Neenah  
- Bonds  
- Astroparche  
- Royal Sundance  
- Writing  
- Smooth  
- Fiber  
- Astrobright  
- Capital Bond

### Proprietary Envelopes

### Mohawk

Strathmore  
- Wove  
- Cambric  
- Writing

### Domtar

Cougar  
Lynx

### I.P.

Accent Opaque

### Policy

don'ts for envelopes when assembling your specifications. quote. Along with this procedure are the do's and to help you specify the proper information for a price manufactured this tool has a step by step procedure If you choose to have a non standard envelope paper sub weights, and colors. locations. It also contains stocking envelope sizes, standard window sizes and their std. This tool will give you available stock envelope system with your desired results is our priority.

achieve its final goal. Making a functional mail piece that weights, colors and textures will enable your product to envelope design. Choosing the proper style, size, paper. We hope this envelope Specifier will help you with your

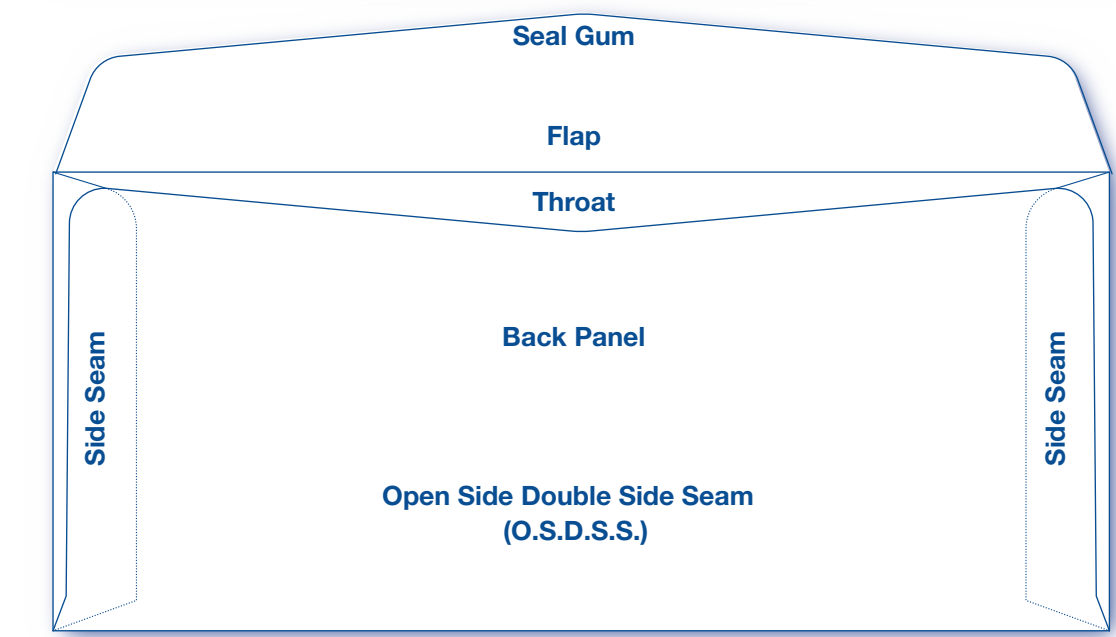
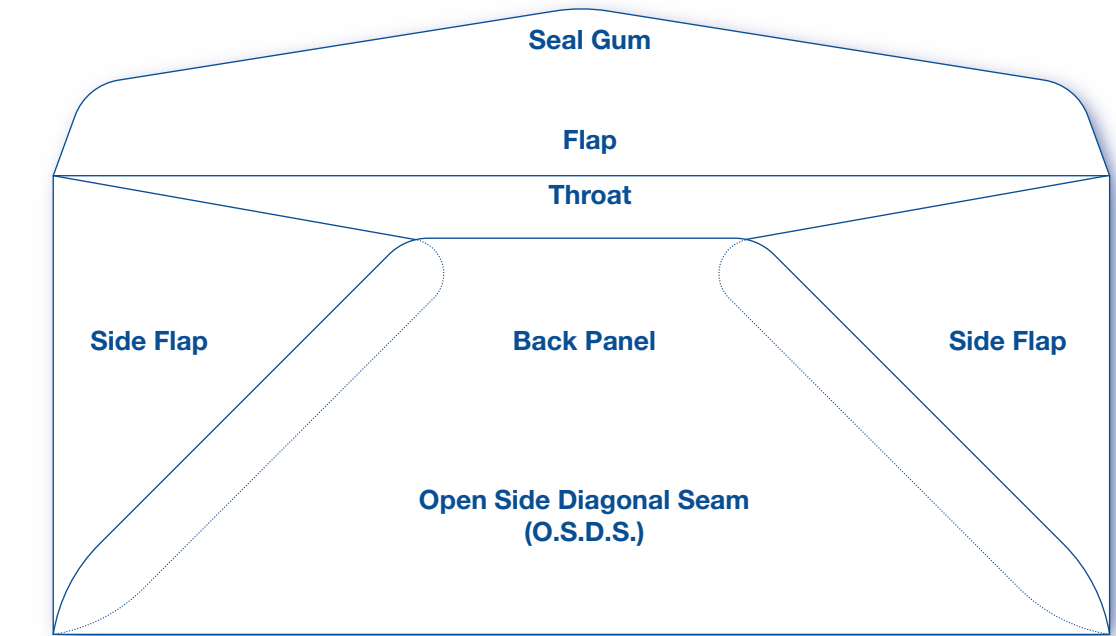
Mac Envelope Specifier



Mac Papers is a third Generation, family owned and operated business founded in 1965. Headquatered in Jacksonville, FL, Mac Papers is one of the largest wholesale distributors in the Southeast U.S. The company operates 22 locations and 18 retail across nine states in the Southeast.

In 1967 Mac Papers opened an envelope converting plant also in Jacksonville, FL. Today, Mac Papers Envelope Converters (MPEC) manufactures and prints over 15 million envelopes per day. MPEC features the newest technology in print and envelope manufacturing.

Envelope Ideas to Power Your Business.



Customer Envelope Check List

- Salesman
- Customer I.D. Number
- Repeat Order
- Previous P.O.
- Requested Ship Date
- Ship To
- Bill To

Envelope Specifications

- Quantity
- Envelope Size
- Envelope Style (O.E. or O.S.) (D.S. or S.S.)
- Paper Stock
- Paper Color
- Paper Weight
- Special Flap
- Regular Gum
- Mac-A-Peel
- Ungummed
- Latex
- Clasp String & Button
- Double Score

Window Specifications

- Window Size
- Window Location (LT. - BTM.)
- Horizontal or Vertical Window

Printing Specifications

- Offset or Flexo
- Pantone Colors
- Four Color Process
- Standard or Special Tint
- Tint Pantone Color
- Print Coverage

Envelope Do's & Don'ts

Always try to purchase or manufacture in standard or stock sizes. This will save you expense and provide faster delivery.

Keeping the size of your envelope under 6-1/8 X 11-1/2 and less than 1/4" in thickness will meet standard postal rates. If either dimension is larger it is considered a flat. Example: 6-1/2 X 9-1/2 this is considered a flat and will incur a larger expense in postage (Alternative 6X9-1/2 standard postage rate).

When using an envelope for machine insertion, the length of the envelope should be a minimum of 1/2" longer than the insert material.

The minimum envelope size for use through the USPS is 3-1/2 x 5.

If including a remit envelope with your carrier that is being returned to one location, it is not necessary to manufacture with a window. Print the return location.

When furnishing artwork for 1 or 2 spot colors do not build your file in CMYK. Furnish PMS color numbers out of the PMS color guide.

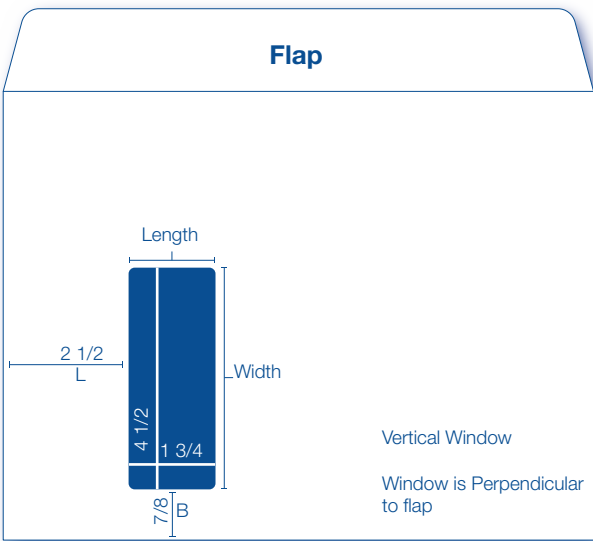
Higher resolution artwork ensures quality print

When e-mailing artwork include links and outline all fonts.

Do Not ask to match colors off of a sample. State the proper PMS color or colors.

Communicating Window Specifications

1. Flap location at the top of envelope
2. Size of Window:
  - A. Width or Height
  - B. Length
3. Location of window
  - A. From left edge of envelope
  - B. From bottom edge of envelope



#083152

9 X 12 White Wove Booklet  
Window Size: 4 1/2" X 1 3/4"  
Window Location:  
2 1/2" from the Left and 7/8" from Bottom

#082225

9 X 12 White Wove Booklet Window Opako  
Window Specs same as above

Postal Envelope Endorsements

Endorsement	Action
Address Service Requested	Forwarding and return. New separate address provided. Months 1 through 12: Mail-piece forwarded; notice of new address provided, address correction fee charged. Months 13 through 18: Mail-piece returned with new address attached. After 18 months or if undeliverable at anytime: mail-piece returned with reason for non-delivery attached.
Return Service Requested	No forwarding, only return. New address notification provided. Mailpiece returned with new addressor reason for non-delivery attached.
Change Service Requested	Except for Shipper Paid Forwarding Participants. No Forwarding or return. New Address notification provided. Separate notice of new address or reason for non-delivery provided; mail-piece disposed only by USPS.
Forwarding Service Requested	Forwarding and return. New address notification provided only with return. Months 1 through 12: mail-piece forward. Months 13 through 18: mail-piece returned with new address attached. After 18 months or if undeliverable at any time: mail-piece returned with reason for non-delivery attached.
No Endorsement	UAA handled by class of mail.

https://ribbs.usps.gov/index.cfm?page=intelligentmail

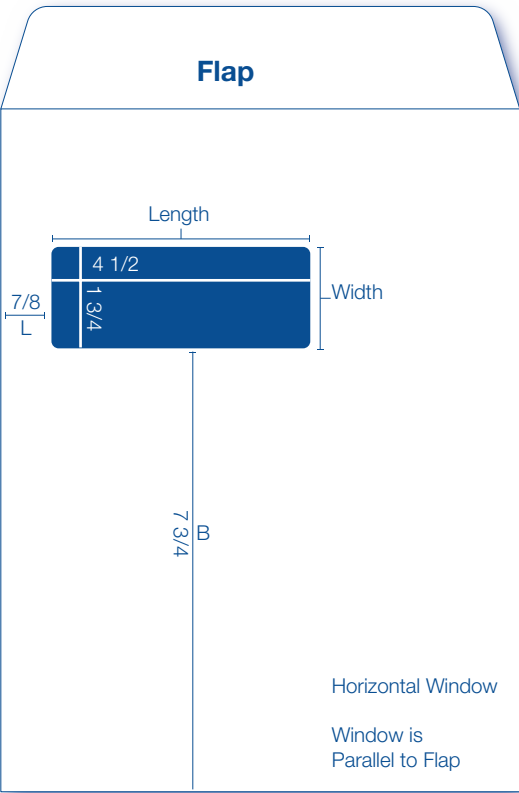
Mail-piece Design Analyst  
The information links on this page will help you understand the Postal Service's Business Reply and Courtesy Reply design requirements and will help you design reply mail pieces to qualify for postal discounts. You may utilize this free service and properly design your Intelligent Mail®. Full Service mail piece with the assistance of a certified USPS Mail-piece Design Analyst. Visit Portal Explorer for more information or call your Mail Design Analyst in your area.

http://pe.usps.gov/mpdesign/mpdfr\_mda\_intro.asp 1-855-593-6093 or mda@usps.gov

PostalOne! Help Desk  
Manage your mailing all in one place electronically with the PostalOne website

https://www.usps.com/postalone/  
1-800-522-9085 or postalone@usps.gov

In communicating your window specifications, the flap of the envelope should always be on top!



#083149

9 X 12 White Wove Catalog  
Window Size: 1 3/4" X 4 1/2"  
Window Location: 7/8" from the Left and 7 3/4" from Bottom

IMB (Intelligent Mail Barcode)

IMB or the Intelligent Mail Barcode is used to sort and track letters, cards and flats and offers great versatility by allowing many services to be requested and embedded with one barcode. The Intelligent Mail Barcode combines the data of the existing POSTNET™ and PLANET Code® barcodes, as well as other data, into a single barcode.

Upgrading to Full-Service Intelligent Mail® allows you to achieve the best pricing on your:

Standard Mail® letters and flats  
First-Class Mail® postcards, letters and flats

Reduce Costs  
Receive additional per piece discount on automation mailing. Eliminate permit fees. Use the same permit at any location

Accurate Delivery  
Address Correction on Full-Service pieces

Monitor Service  
Start-the-Clock on Mail Entry. Visibility and tracking of your mail.

Getting Started  
Is easy, utilizing the many online tools and information available from the USPS.

Envelope Care

Many envelope users find themselves with faulty (curled, dirty, warped, or stuck) envelopes. Though some of these problems may result from manufacture, many occur from poor storage, heat, humidity or handling.

Some of these problems are avoidable and the following are some suggestions that can help alleviate them:

Do not over lap cartons off the edge of pallets.

Stretch wrap cartons or skids for shipment and warehousing. This protects envelopes from humidity, dirt and movement on the pallet during shipment.

While loading or unloading pallets, feather the pallet onto the truck loading dock, warehouse floor or rack. Curled or warped envelopes result from "beatings" by employees not realizing the damage they are inflicting by dropping pallets or cartons onto the floor.

Do not store envelope cartons or boxes against outside or exterior walls. If you have no choice, leave ample room between the product and the wall.

Make sure boxes and cartons are not stored directly on the floor. Always use a pallet or rack system to buffer the product from harmful moisture concealed in the floor.

Avoid double stacking pallets of envelopes whenever possible.

Rotate stock; use the oldest stock first. Check manufacture date on carton. If envelopes are stored outside of the work area, relocate stock to the work area as early as possible to let envelopes acclimate to the temperature and humidity of the work area.

Keep boxes in master cartons and cartons sealed while in the warehouses. Some cartons have protective coatings to help minimize moisture absorption. Do not remove the pallet wrap until you are ready to use the product

For MPEC technical support call 800-334-7026

For sizing align your envelope

with the bottom left corner of the envelope chart.

