

Standard Invitation & Announcement Sizes

Size (square flap)	Envelope Dimension	Folded Card Dimension
A2	4.375 x 5.75	4.125 x 5.5
A6	4.75 x 6.5	4.5 x 6.25
A7	5.25 x 7.25	5 x 7
A8	5.5 x 8.125	5.25 x 8
A10	6 x 9.5	5.75 x 9.25
Baronial (pointed flap)		
4 Bar	3.625 x 5.125	3.375 x 4.875
5 Bar	4.125 x 5.675	3.875 x 5.325
5 ½ Bar	4.375 x 5.75	4.125 x 5.5
6 Bar	4.75 x 6.5	4.5 x 6.25

Standard Envelope Sizes

Business		Booklet(open top)/Catalog(open side)	
#7	3.75 x 6.75	#6 ½	6 x 9
Monarch	3.875 x 7.5	#6 ¾	6.5 x 9.5
Check	3.625 x 8.625	#7 ¼	7 x 10
#9	3.875 x 8.875	#7 ½	7.5 x 10.5
#10	4.125 x 9.5	#9	8.75 x 11.75
#11	4.5 x 10.375	#9 ½	9 x 12
#12	4.75 x 11	#10	9.5 x 12.625
#14	5 x 11.5	#13	10 x 13

Standard Paper Sheet Sizes

8.5 x 11
 8.5 x 14
 11 x 17
 17 x 22
 17.5 x 22.5
 19 x 25
 20 x 26
 23 x 29
 23 x 35
 25 x 38
 26 x 40
 28 x 40

Standard Paper Weights

Bond	Offset	Index & Bristol	Cover	Coated Book
14#	40#	67#	60#	60#
16#	50#	80#	65#	70#
20#	60#	90#	80#	80#
24#	70#	100#	90#	92#
28#	80#	110#	100#	100#
32#	100#	120#	110#	110#
36#	115#	140#	120#	115#
40#		160#	130#	
		170#		

Paper weight refers to the weight of 500 sheets of each type of paper at its basis size and is not necessarily indicative of its caliper (thickness)

Bold Type indicates most commonly used