

# FACT SHEET

## ENVELOPES

Envelopes are a vital component in your communication strategy. CDP understand the importance of this and our extensive product portfolio ranges from producing millions to designing just one, very special, very important envelope.

### Product Range

- Stock Range from C7 to C3 in white, manilla, & coloured papers.
- Machine Range suitable for all types of inserting machines.
- Flexo Print from one to four colour process.
- Litho Pre-Print from 1 to 6 colours.
- Digital Pre-Print.
- Litho Overprint from 1 to 4 colour process.
- Bespoke handmade envelopes in any shape, size, or material.
- A full range of styles & types - Wallets, Bankers or Pockets, gummed or self-seal. *N.B. If they are to be used on an inserting machine, they must be gummed.*

### Service

CDP offer a complete Envelope Service that covers all of the following important areas :

- Artwork Services - including creating, designing, setting, amending, and proofing.
- Creative Services - including taking an idea and developing a new look for your envelope (Plus Inserts & Letterheads if needed).
- Design Services - ever thought of having your own opaque or a subtle "watermark" on your envelopes? We have the knowledge and skills to provide you with these and more ideas.
- Logistics Service - including stockholding, stock control, reporting, etc. In fact, a full Print Management service.
- Pick & Pack Service - including selective & multiple despatches, delivery consolidation, timed & scheduled drop offs, etc. In fact everything to take the pressure off you and make your life easier.
- Direct Mail Service - CDP provides a complete DM service from data cleansing through to personalisation and despatch. For more information see CDP's "Direct Mail" Fact Sheet.



- Envelope & Paper Sizes – ever wondered how and why envelope sizes came into being? The standard envelope sizes in common use ("C" sizes), are slightly bigger than the relative paper size ("A" sizes).

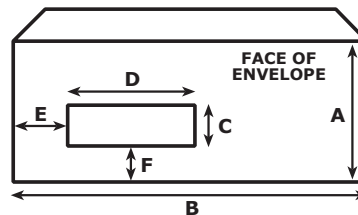
The DL size is for an A4 sheet folded twice to make a finished document size of 99 x 210mm.

*Please note: That envelopes to be used on Mailing Machines need to be slightly bigger than the standard "C" sizes because they are being mechanically processed and need more space to allow for a clean insert.*

### Information required to supply you with a quotation

- Type/Style: Wallet/Banker/Pocket/Gummed or self-seal.
- Size: Depth (A) x Width (B) in mm - with envelope opening at top.
- Inserter: If machine fillable, what make of machine are they to be used on? i.e. Philipsburg/Kern / Pitney Bowes /Bowe, Buhrs, PFE, Neopost, etc.

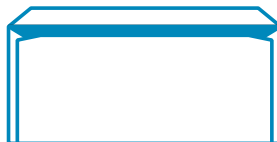
- Window: Depth (C) x Width (D) in mm, plus distance from left hand edge (E), and distance from foot of envelope (F) with envelope opening at top.



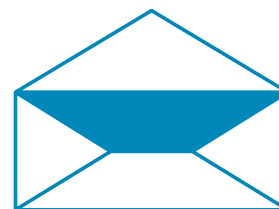
- Paper: Colour/type/gsm.
  - Printing: Number of colours, spot or process, on face and flap/reverse. Preference for flexo or litho. Opaque inner required? Standard/wash/customer's own design.
- N.B. Even the most intricate logos can now be perfectly and more cost effectively produced using the latest flexographic techniques available to CDP.*
- Quantity: Total quantity and box quantities (1,000/500/250).



POCKET  
(Flap on short side)



WALLET  
(Flap on long side)



BANKER  
(or Diamond Flap)

# CUSTOM BESPOKE MACH



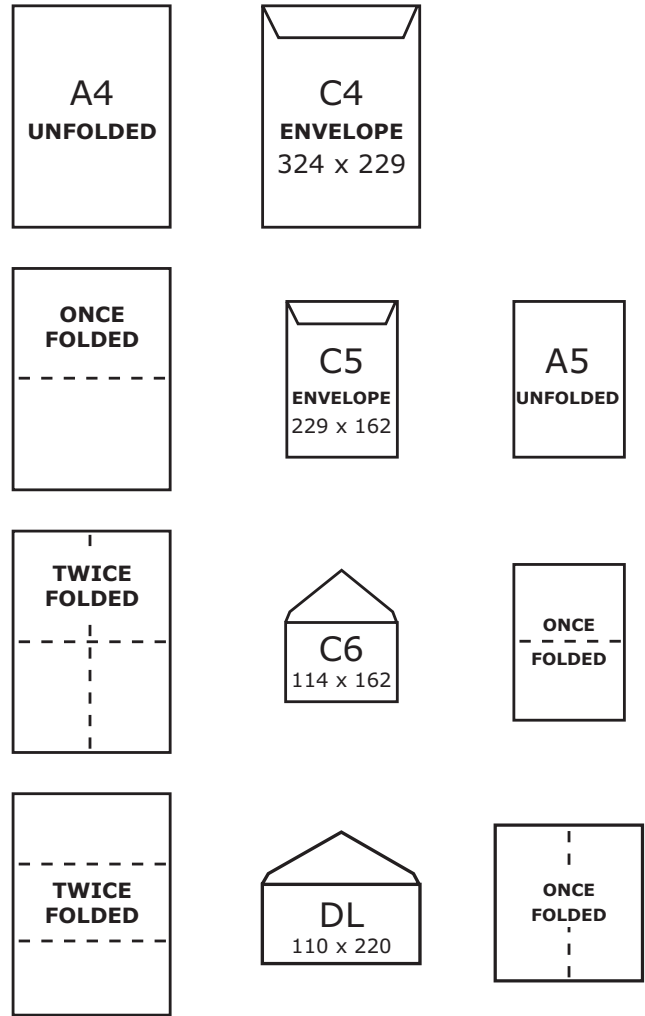
- Artwork: CDP to set and proof, or you to supply?
- Delivery: When is first delivery required? Is this direct to you - or into CDP stock? Number and location of delivery addresses, and approximate frequency of deliveries required.

**I like the idea...so where do I start?**

On the back page we have set out a Guide to Envelope mailers that will guide you through the information we need to help you decide on which format and style you require.

If you need further information and samples then please contact us and we'll do the rest:

**Tel:** 0800 1954 991  
**Email:** info@cdp.co.uk  
**Fax:** 0151 724 6478



ISO REF	PAPER SIZE	"C" ENVELOPE SIZE	MAILING ENVELOPE SIZE
A3	297 x 420	C3 324 x 458	n/a
A4	210 x 297	C4 229 x 324	229 x 324
A5	148 x 210	C5 162 x 229	162 x 235
A6	105 x 148	C6 114 x 162	114 x 162
A7	74 x 105	C7 81 x 114	81 x 114
DL	n/a	DL 110 x 210	111/114 x 229/235

# HINEBANKERGUMMEDT

