

Inserting Specifications

Mail Source, Inc.

Please coordinate Envelopes and Inserts with your CSR.



Envelope Letter Size:

- Max Width 9 1/2"
- Max Height 6 1/4"
- Min Width 6"
- Min Height 3 1/4"
- Max Flap 2 5/16"
- Min Flap 1"

Inserts Letter Size:

- Max Width 9"
- Max Height 6"
- Min Width 5 1/2"
- Min Height 3"
- Letter Fold
- Z-fold

Envelope Flat Size:

- Max Width 12 5/8"
- Max Height 9 1/2"
- Min Width 6 1/2"
- Min Height 3 3/8"
- Max Flap 3"
- Min Flap 1"

Inserts Flat Size:

- Max Width 11"
- Max Height 8 1/2"
- Min Width 5 1/2"
- Min Height 3 1/8"
- Letter Fold
- Z-fold

Sizes May Vary depending on paper stock

Please call for Specs on "Chop Inserting"

Mail Source, Inc.

111 Boardwalk
Fall Creek WI 54742

Phone: 715-877-3711
Fax: 715-877-3715
Email: info@mailsourceinc.com

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DIRECT MAIL SERVICES