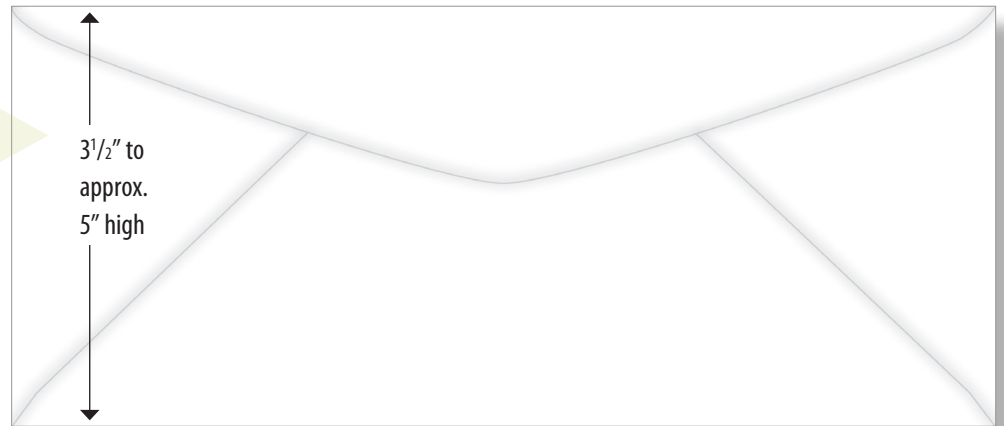


A standard business envelope is mailed at a 1 oz. stamp rate of 55¢. You may tri-fold up to five sheets of paper when using this envelope. **Do not over fill!** If the piece is more than 1/4" thick it must mail at flat rates (see below).



Either can be up to 11 1/2" long

We now have larger envelopes with a window and without. These envelopes are also mailed at the 1 oz. stamp rate of 55¢. You may half-fold up to ten sheets of paper in this envelope. If you have over ten sheets, please insert the unfolded sheets into a flat which is 9" x 12" or 10" x 13".



**If you are mailing up to ten sheets, the mailing rate difference between the envelopes shown above and the large envelopes that accommodate unfolded materials is close to double! For example...**

Envelopes above (Business #10 – 6" x 9")		Large Envelope (Flat) with unfolded contents	
1 – 5 Sheets	55¢	1 – 5 Sheets	\$1.00
5 – 8 Sheets	70¢	5 – 8 Sheets	\$1.15
9 – 10 Sheets	85¢	9 – 10 Sheets	\$1.30

\* **NOTE...** the above # of sheets listed above is a rough estimate of document weight developed for demonstration purposes. The rate may be lower or higher depending on paper density and weight.