

Windows can be made in a wide variety of sizes and shapes, and can be located on either the back or front of the envelope.

STEPS FOR MEASURING WINDOWS

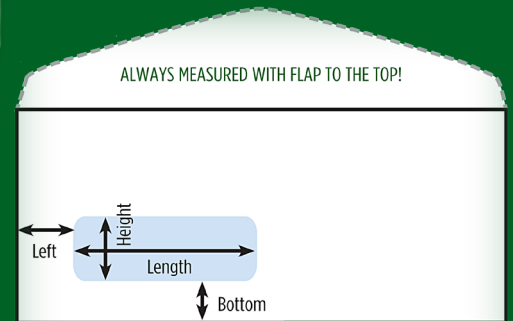
- 1** Start by placing the flap at the top of the envelope.
- 2** Measure window height (vertical dimension).
- 3** Measure window length (horizontal dimension, parallel to the flap).
- 4** If the window is not on the front of the envelope, specify its location.
- 5** Specify patch covering material:
 - Poly
 - Glassine
 - Open Face
- 6** Specify window location:
 - From left edge
 - From bottom

How to Measure a Window?

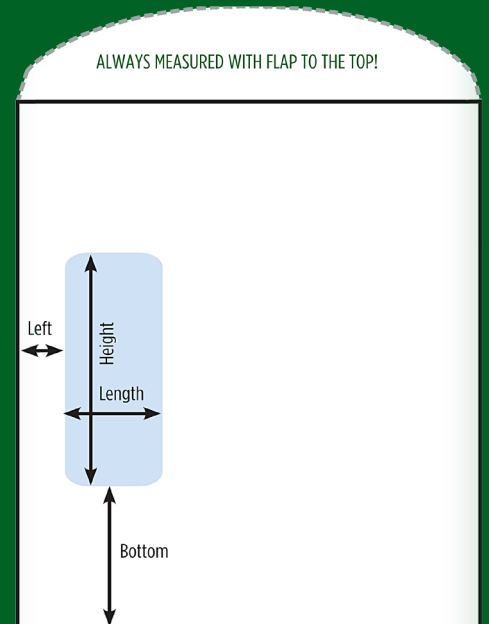
Helpful Hints

- Always lay the envelope out with the flap at the top.
- We will assume horizontal unless you specify vertical.
- Try to design with the window at least 1/2" from any edge
- Windows can be no closer than 3/8" from envelope edge.
- Avoid open windows when auto inserting and applying for postal discounts.
- Double windows must be at least 3/8" apart.
- Extra large windows need heavier paper and patch material.

SAMPLE 1 Horizontal Window



SAMPLE 2 Vertical Window



SAMPLE 3 Double Window

