

Specification for

Envelopes for commercial, official and professional use

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Committees responsible for this British Standard

The preparation of this British Standard was entrusted by the Paper and Printing Standards Committee (PAM/-) to Technical Committee PAM/33 upon which the following bodies were represented:

- Association of County Councils
- British Printing Industries Federation
- British Stationery and Office Products Federation
- British Telecommunications plc
- Envelope Makers' and Manufacturing Stationers' Association
- Her Majesty's Stationery Office
- Institute of Purchasing and Supply
- Post Office
- Society of Industrial Artists and Designers

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Foreword

This revision of this British Standard has been prepared under the direction of the Paper and Printing Standards Committee. It supersedes BS 4264:1976, which is withdrawn.

This revision of BS 4264 has been prepared to reflect changes in Post Office preferred sizes¹⁾ and alterations in demand patterns. Certain sizes of envelope, which were in the 1976 edition, have been excluded and the position of the window is slightly changed. A size suitable for computer printout has been added. All dimensions are now in millimetres, without conversion to inch dimensions, and the opportunity has been taken to revise the examples of use.

The standard specifies a range of 18 sizes of envelope that are most commonly used including seven sizes from the range given in ISO 269 published by the International Organization for Standardization (ISO). It is advisable to buy the recommended ISO sizes whenever possible. Many other sizes remain available, with or without windows, but are outside the scope of this standard. The three basic methods of sealing envelopes are illustrated although requirements for gumming are no longer included in this revision.

In quoting dimensions, this British Standard follows the traditional British practice of giving the dimension at right angles to the opening first. The ISO practice, used in ISO 269, gives the smaller dimension first and systems used in other countries vary. It should be established which system is being used when entering into transactions with other countries.

A British Standard does not purport to include all the necessary provisions of a contract. Users of British Standards are responsible for their correct application.

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Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 6, an inside back cover and a back cover.

This standard has been updated (see copyright date) and may have had amendments incorporated. This will be indicated in the amendment table on the inside front cover.

¹⁾ See Royal Mail *Technical Mailing Manual*, London: Post Office, 1985.