

ISO

House

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

ISO RECOMMENDATION R 269

SIZES OF CORRESPONDENCE ENVELOPES AND POCKETS

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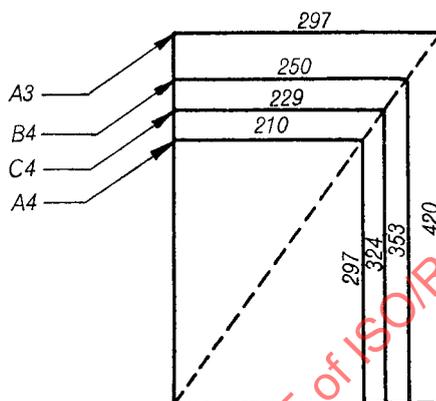
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FOREWORD

In view of the development of ISO Recommendation R 216 relating to *Trimmed Sizes of Writing Paper and Certain Classes of Printed Matter*, it has been considered desirable to prepare an ISO Recommendation for the *Sizes of Correspondence Envelopes and Pockets* suitable for use with the principal sizes of paper in that ISO Recommendation.

(Dimensions in millimetres)

The general principles underlying the development of the ISO-A and ISO-B Series of paper sizes can also be applied to the correspondence envelopes and pockets to contain papers in these sizes (as will be seen from the figure on the right), especially if the sizes of an intermediate series, known as the C Series, are introduced between sizes in the ISO-A and ISO-B Series.



The sizes of this intermediate C Series are as follows:

| Symbols | Sizes | |
|---------|-------------|---------------|
| | millimetres | inches |
| C0 | 917 × 1297 | 36.10 × 51.06 |
| C1 | 648 × 917 | 25.51 × 36.10 |
| C2 | 458 × 648 | 18.03 × 25.51 |
| C3 | 324 × 458 | 12.76 × 18.03 |
| C4 | 229 × 324 | 9.02 × 12.76 |
| C5 | 162 × 229 | 6.38 × 9.02 |
| C6 | 114 × 162 | 4.49 × 6.38 |
| C7 | 81 × 114 | 3.19 × 4.49 |
| C8 | 57 × 81 | 2.24 × 3.19 |
| — | — — | — — |
| — | — — | — — |

In practice, it is not necessary to have available every one of the C Series sizes. In fact, papers are folded in many different ways and therefore some adjustment is necessary. This ISO Recommendation takes account both of the underlying principles and of practical necessities.

SIZES OF CORRESPONDENCE ENVELOPES AND POCKETS

1. SCOPE

This ISO Recommendation covers sizes and designations of correspondence envelopes and pockets intended for postal purposes. It does not contain any specification as to the ways of closing them.

2. DESIGNATION

- 2.1 Correspondence envelopes and pockets should be designated by a reference to type (see clause 2.2), followed by an indication of size (see clause 2.3).
- 2.2 The *type* should be indicated according to the following principles:
 if the opening is on the longer side * : "banker shape" (French: "enveloppe");
 if the opening is on the shorter side **: "pocket shape" (French: "pochette").
- 2.3 The *size* is expressed either by the size symbol (see section 3), followed by the letters ISO, or by its two dimensions in millimetres, giving the smaller dimension first.
- 2.4 Examples of designation:
 Banker shape, C4—ISO,
 Pocket shape, 229×324.

3. SIZES

For postal purposes, it is recommended that the following sizes of correspondence envelopes and pockets be used, which are suitable for ISO paper sizes according to ISO Recommendation R 216, *Trimmed Sizes of Writing Paper and Certain Classes of Printed Matter*.

| Symbols | Sizes | |
|---------|-------------|---------------|
| | millimetres | inches |
| C3 | 324 × 458 | 12.76 × 18.03 |
| B4 | 250 × 353 | 9.84 × 13.90 |
| C4 | 229 × 324 | 9.02 × 12.76 |
| B5 | 176 × 250 | 6.93 × 9.84 |
| C5 | 162 × 229 | 6.38 × 9.02 |
| B6/C4 | 125 × 324 | 4.92 × 12.76 |
| B6 | 125 × 176 | 4.92 × 6.93 |
| C6 | 114 × 162 | 4.49 × 6.38 |
| DL*** | 110 × 220 | 4.33 × 8.66 |
| C7/6 | 81 × 162 | 3.19 × 6.38 |
| C7 | 81 × 114 | 3.19 × 4.49 |

4. TOLERANCES

The deviations permissible on dimensions are : ± 1.5 mm (± 0.06 in).

* In certain English-speaking countries, this shape is known as the "open side" (French: "côté ouvert").

** In certain English-speaking countries, this shape is known as the "open end" (French: "bout ouvert").

*** DL = Dimension Lengthwise.