

Australian Standard™

Mailing envelopes

This Australian Standard was prepared by Committee IT/8, Paper Stationery. It was approved on behalf of the Council of Standards Australia on 6 September 1999 and published on 5 November 1999.

The following interests are represented on Committee IT/8:

Appita
AusInfo
Australia Post
Australian Bankers Association
Envelope Association of Australia
The National Paper Council of Australia
Office Equipment Industry Association of Australia
Printing Industries Association of Australia
Security Printers Association

Additional interests involved in preparation of Standard:

Envelope users and handlers

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PREFACE

This Standard was prepared by the Standards Australia Committee IT/8, Paper Stationery, to supersede AS P2—1969.

The objective of this Standard is to provide uniform designations and terms for mailing envelopes to meet the requirements of envelope users, handlers, manufacturers and Australia Post.

The Standard deals with dimensional limits and with form, weight and colour of paper for envelopes. Requirements for window panel envelopes are also included.

To process small letters faster, more efficiently and more economically, the use of mechanized letter processing equipment, including OCR sorting, is in widespread use across Australia. Certain requirements are, therefore, necessary to ensure envelopes can be successfully machine processed by this equipment and these requirements have been taken into consideration.

In this edition, the Post Office Preferred size limits have been increased. The Post Office Preferred dimensional limits on size of envelopes are specified in Section 3. Typical sizes of envelopes and windows are provided in Section 4, including commonly manufactured sizes as well as a number of ISO* sizes.

Australia Post has again drawn attention to the difficulty of handling square or near-square envelopes, the desirability of specifying for machine handling, and that the shorter side of an envelope should not be less than 88 mm nor the longer side be greater than 240 mm, with a ratio of the two sides of 1 to not less than 1.414. Envelopes falling outside these dimensions are accepted under relevant terms and conditions. Australia Post further highlighted the difficulty in handling bright- or dark-coloured envelopes, which fall outside the approved pastel range of colours. Some notes on Australia Post conditions are included in Section 3.

This Standard complies with ISO 269:1985, *Correspondence envelopes—Designation and sizes* and ISO 6924:1983, *Correspondence envelopes—Vocabulary*. However, this Standard includes sizes of mailing envelopes commonly used in Australia, and indicates the envelope types that are not suitable for postal purposes.

Acknowledgment is made to material derived from BS 4264—1987, *Envelopes for commercial official and professional use* and Australian Post.

The term 'informative' has been used in this Standard to define the application of the appendix to which it applies. An 'informative' appendix is only for information and guidance.

* International Organization for Standardization

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STANDARDS AUSTRALIA

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SECTION 1 SCOPE AND GENERAL

1.1 SCOPE

This Standard specifies the sizes and styles of Post Office Preferred and other mailing envelopes. It specifies size and position for windows or transparent panels for Post Office Preferred envelopes and provides terms and definitions relating to envelopes.

1.2 APPLICATION

This Standard applies to envelopes used for mailing purposes. It has particular application for Post Office Preferred envelopes.

1.3 REFERENCED DOCUMENT

The following document is referred to in this Standard.

AS

1612 Paper sizes

1.4 DEFINITIONS**1.4.1 Window**

Rectangular cut-out, made in the face of an envelope and provided with a transparent material through which the addressee's name and address can be seen.

NOTES:

- 1 See also Appendix A, Figures A1 and A18.
- 2 Other terms for envelopes can be found in Clause 2.2.2 and in Appendix A.